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BEARINPOINT

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BEARINPOINT

Dallas County Recording & Doc. Mgmt. RFP  
(2004)

*Smead*

UPC 10334  
No. 2-153L

HASTINGS, MN



GOVERNMENT  
EXHIBIT NO.

565

3:14-CR-293-M

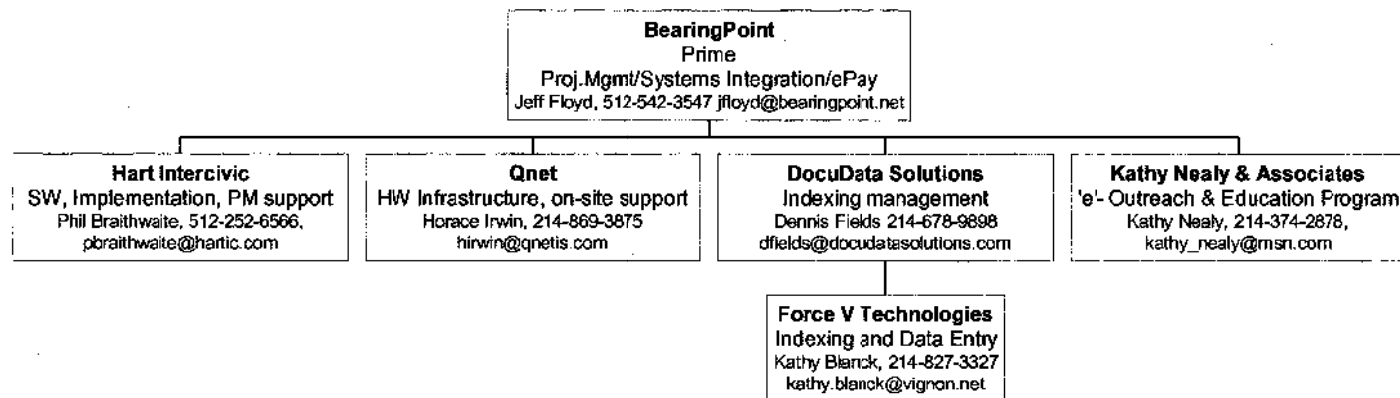
CE 1804 000

Helena 512-542-5341 cell 512-587-

Bill Rogers 512-542-5336

Dallas - Water  
Steve 616-429-1585

# Dallas County Team





# Owners sell 30% stake in NorthPark

Continued from Page 1D

most dominant retailing facility in the Dallas-Fort Worth metroplex," Edward Coppola, Macerich's executive vice president and director, said in a statement.

An expansion has been in the works at the center, located at North Central Expressway between Park Lane and Loop 12. The owners plan to add a Nordstrom and new space for specialty stores.

Last year, Ms. Nasher said the expansion would include an AMC theater, additional restaurants and common areas. The Nordstrom store is scheduled to open in fall 2005. A hotel may be included in the mix.

With anchors that include one of the top-producing Neiman Marcus stores in the nation, and the No. 1 Foley's and Dillard's stores in North Texas, as well as luxury specialty stores, the mall's

sales per square foot average more than \$550, Mr. Coppola said. Macerich centers average \$361 per square foot.

The prime property was not widely marketed, according to real estate brokers, who were surprised by the news of the sale.

Macerich has been growing in recent years, buying up mall properties and spending money to remodel and expand them.

Last year, it acquired the Biltmore Fashion Park in Phoenix from Taubman Centers Inc. for \$158.5 million. At 1.4 million square feet, NorthPark is more than twice the size of the Biltmore.

Macerich just completed a \$25 million expansion at Valley View that includes a new AMC theater.

*Real estate editor Steve Brown contributed to this report.*

[stb@mhfi.com](mailto:stb@mhfi.com)

## Former ACS executive gets 37-month sentence

Dow Jones Newswires

NEW YORK — A former Affiliated Computer Services Inc. executive was sentenced to 37 months in prison for a scheme to cheat clients out of \$3.8 million by inflating customer invoices.

James Donnell, who was the highest-ranking executive for the Dallas computer-services company's operations in New York, was convicted in January of one count of conspiracy and four counts of mail fraud. He faced up to 30 years in prison on the mail fraud charge.

During Mr. Donnell's trial, prosecutors argued that he or-

dered employees to alter bills and mail hundreds of inflated invoices to clients between 1997 and 2000.

David N. Kelley, the U.S. attorney for the southern district of New York, said in a news release Monday that Mr. Donnell ran ACS' back-office services operations in New York, managing about 400 employees in the company's Utica and Woodbury, N.Y., facilities. Mr. Donnell reported directly to ACS' corporate headquarters.

Mr. Donnell, 46, was also ordered to pay \$459,632 in restitution to ACS.

### LEGAL NOTICE

6.2003. AMENDED SUMMONS AND NOTICE. Plaintiff designates Nassau County upon the county in which the mortgaged premises is situate. SUPREME COURT OF NASSAU. HOMECOMINGS FINANCIAL NETWORK, INC., as Plaintiff, individually and as executor of the last will and testament of EARL C. COOPER JR. and MARIE COOPER AKA MARIE F. COOPER, decedent, of the estate of MARY F. COOPER, THE UNITED STATES OF AMERICA, NEW YORK, NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE, NEW YORK, SYRACUSE UNIVERSITY, BENEFICIAL NEW YORK, INC., MICHELLE COOPER AKA MICHELLE MURRAY, and "JOHN DOE #1" through "JOHN DOE #100," fictitious and unknown to the Plaintiff, the persons or parties intended being claiming an interest in or lien upon the mortgage premises described in the ABOVE NAMED DEFENDANTS. YOU ARE HEREBY SUMMONED to answer



**Kathy Nealy**

---

**From:** "McCoy, Suzanne" <suzanne.mccoy@bearingpoint.com>  
**To:** "Kathy L. Nealy (E-mail)" <Kathy\_Nealy@msn.com>  
**Sent:** Wednesday, June 29, 2005 4:41 PM  
**Attach:** Marketing Outsourcing Agreement cl 6-28.zip  
**Subject:** Contract

Kathy,

Our legal counsel was concerned that the provisions in the standard subcontractor agreement - for example, assuming duties that flow down from the prime contract - are not applicable to the work that you will be performing. He has suggested that our standard Independent Contractor/Marketing Agreement is a better fit and will not contain items that are unrelated to the services you will be providing. I am sorry for the confusion. Will you please review the attached standard Agreement and let me know if you have any concerns or questions related to this agreement? I am also attaching the statement of work and the consultant confirmation agreement. The consultant confirmation agreement is a document that would need to be signed by any contractors you have on the project. Please let me know if you have any concerns or questions regarding these documents.

Thank you,  
Suzanne

Suzanne L. McCoy  
Manager  
Business and Systems Aligned. Business Empowered.

BearingPoint || 7301 N. State Highway 161, Irving, TX 75039 || Austin: 512.542.3541 || Dallas:  
972.373.7944 ||

Mobile: 817.271.5995 || Fax: 972.373.7001 || [suzanne.mccoy@bearingpoint.com](mailto:suzanne.mccoy@bearingpoint.com) ||  
[www.bearingpoint.com](http://www.bearingpoint.com) ||

<<Marketing Outsourcing Agreement cl 6-28.zip>>

\*\*\*\*\*  
The information in this email is confidential and may be legally privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient of this message, any review, disclosure, copying, distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system.  
\*\*\*\*\*

6/30/2005

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## MARKETING AGREEMENT

THIS MARKETING AGREEMENT ("Agreement"), dated \_\_\_\_\_, 200\_, is between BEARINGPOINT, INC., a Delaware corporation with an office at \_\_\_\_\_ ("BearingPoint"), and \_\_\_\_\_, a [\_\_\_\_\_] corporation/individual having its principal place of business at \_\_\_\_\_ ("Contractor").

**1. PURPOSE OF ENGAGEMENT.** BearingPoint agrees to retain Contractor to perform the services described in Exhibit "A" hereto ("Services") and Contractor agrees to furnish the Services to BearingPoint on the terms and subject to the conditions set forth in this Agreement.

If Contractor is not a natural person, the Services will be performed for Contractor by the persons listed on Exhibit "A" hereto, and such additional personnel of Contractor as shall, from time to time, be required. BearingPoint shall have the right to approve such additional personnel prior to their being assigned to perform any of the Services or any replacements for the persons listed on Exhibit "A" in the event such persons become unavailable to perform the Services for reasons beyond Contractor's control. In addition, upon BearingPoint's request, Contractor shall immediately replace any of its personnel performing the Services with other personnel approved by BearingPoint. In the event that Contractor is unable to replace any individual performing the Services (regardless of whether such individual is being replaced due to the his/her unavailability or a BearingPoint request for removal) with an individual acceptable to BearingPoint, acting reasonably, within seven (7) days of such individual being unavailable/removed, BearingPoint may reduce the scope of the Services to remove the Services being performed by such individual (with an equitable adjustment in price if the Services are being performed on a fixed price basis), or, at BearingPoint's sole option, if such individual was essential to the effective performance of this Services, terminate this Agreement by written notice to Contractor.

If Contractor is a natural person and becomes unavailable to perform the Services for fifteen (15) days or more (other than scheduled hiatuses in the Services), BearingPoint may immediately terminate this Agreement by written notice.

In performing the Services, Contractor agrees to provide its own equipment, tools and other materials at its own expense. BearingPoint may make its facilities and equipment available to Contractor to the extent necessary to perform the Services as the parties may mutually agree. It is expressly understood that Contractor is an independent contractor of BearingPoint and that Contractor shall use its professional discretion in determining the best means by which to perform the Services.

**2. TERM.** The term of this Agreement shall begin on the date hereof and shall continue until completion of the Services or termination pursuant to Paragraphs 1 or 7 hereof.

**3. CONTRACTOR'S COMPENSATION.** During the term of this Agreement, BearingPoint agrees to compensate Contractor at the hourly or other billing rate identified in Exhibit "A" for the Services. Contractor shall only be reimbursed for the out-of pocket expenses set forth in Exhibit A, subject to any limitations set forth therein. No other expenses or any expenses exceeding the limitations set forth in Exhibit A will be reimbursed by BearingPoint unless BearingPoint has agreed in writing to reimburse such expenses prior to Contractor incurring

them. All permitted expenses will be reimbursed at Contractor's actual out of pocket cost. Contractor shall bill BearingPoint at monthly intervals. Invoices shall be mailed to:

BearingPoint, Inc.

\_\_\_\_\_  
Attention: \_\_\_\_\_

Each invoice submitted by Contractor will provide complete supporting detail for each day on which Services were performed by Contractor, the dates of Services, hours worked at the negotiated rate on each day, and receipts or other suitable detail concerning related to permitted reimbursable expenses. BearingPoint shall pay correct invoices within 45 days of receipt.

**4. OWNERSHIP OF MATERIALS RELATED TO SERVICES.** The parties agree that all information (tangible and intangible), data, drawings, documents, designs, models, inventions, copyrightable material and other tangible materials authored, prepared, created, made, delivered, conceived or reduced to practice, in whole or in part, by Contractor in the course of providing the Services (collectively, the "Works") are the sole and exclusive property of BearingPoint and shall be considered works made for hire. In the event any such Works do not fall within the specifically enumerated works that constitute works made for hire under the United States copyright laws, Contractor hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such Works to BearingPoint, including, without limitation, all copyrights, patent rights, trade secrets, trademarks, moral rights and all other applicable proprietary and intellectual property rights. If Contractor has any rights to the Works that cannot be assigned to BearingPoint, Contractor unconditionally and irrevocably: (1) waives the enforcement of such rights; and (2) grants to BearingPoint during the term of such rights, an exclusive, irrevocable, perpetual, worldwide, royalty-free license to reproduce, create derivative works of, distribute, publicly perform and publicly display such Works, by all means now known or later developed, with the right to sublicense such rights through multiple levels of sublicensees. Contractor agrees to render all reasonably required assistance to BearingPoint to protect BearingPoint's rights hereinabove described. In the event that BearingPoint is unable to secure Contractor's signature on any documents deemed necessary by BearingPoint to carry out the purposes of this paragraph, Contractor hereby irrevocably designates and appoints BearingPoint or its designee(s) as Contractor's agent and attorney-in-fact, which appointment is coupled with an interest, to act for and in Contractor's behalf to execute, verify and file any such documents.

**5. COMPLIANCE WITH BEARINGPOINT POLICIES AND BUDGETS.** Contractor agrees to perform the Services to the best of Contractor's abilities in accordance with BearingPoint's policies and applicable budgets. Contractor's personnel performing the Services on BearingPoint's premises shall comply with BearingPoint's rules and regulations. Without limiting the foregoing, Contractor shall perform the Services in a timely and professional manner in accordance with applicable professional and industry standards.

**6. CONTRACTOR'S WARRANTIES.**

Contractor warrants that:



(a) Contractor's performance of the Services called for by this Agreement, including without limitation, the development and delivery of the Works, does not and shall not violate: (1) any applicable law, rule, or regulation; (2) any contracts with third parties; or (3) any third-party rights in any patent, trademark, copyright, trade secret, or any other proprietary or intellectual property right;

(b) Contractor has full authority and sufficient right, title, and interest in and to the Works, to grant and convey the rights accorded to BearingPoint under Paragraph 4 hereof; and,

(c) All Services will be performed by Contractor, or if the Contractor is not a natural person, by regular employees of Contractor who have signed written agreements with Contractor that: (1) assign all work product created by such employees to Contractor in a manner substantially consistent with Paragraph 4; and (2) have restrictions on the use of confidential information no less restrictive than those contained in this Agreement.

## **7. TERMINATION.**

(a) BearingPoint may terminate this Agreement at its convenience and without any breach by Contractor upon fifteen (15) days written notice to Contractor without any liability to Contractor other than to pay amounts due.

✱ (b) In addition, either party may terminate this Agreement upon fifteen (15) days written notice to the other, in the event the other party breaches a material term of this Agreement and fails to cure such breach within such fifteen (15) day period. BearingPoint may also terminate this Agreement immediately by written notice in its sole discretion upon Contractor's material breach of Paragraphs 9 or 13.

(c) BearingPoint reserves the right, if Contractor is a natural person, to conduct a background check on Contractor that may include items with respect to Contractor's civil, criminal, litigation, credit and educational background. If Contractor refuses to provide BearingPoint information required to conduct such a check or such a check is conducted and yields an adverse result in any of the aforementioned areas, BearingPoint may immediately terminate this Agreement by written notice. In addition, if Contractor is not a natural person, at BearingPoint's request, Contractor shall conduct a background check covering the areas stated above on all individuals performing or proposed to perform the Services; Contractor shall immediately remove or shall not propose for performance of the Services any individual for whom an adverse result was obtained.

**8. INDEMNIFICATION.** Contractor hereby agrees to indemnify, hold harmless and defend BearingPoint and any member, director, officer, employee or agent thereof (each of the foregoing being hereinafter referred to individually as an "Indemnified Party") against all claims, liabilities, losses, expenses (including attorney's fees and legal expenses related to such defense), fines, penalties, taxes or damages (collectively "Liabilities") asserted by any third party where such Liabilities arise out of or result from: (1) the negligence of Contractor in the course of providing any Services hereunder; or (2) the representations or warranties made by Contractor hereunder, or their breach. BearingPoint shall promptly notify Contractor of any third party

claim and Contractor shall, at BearingPoint's option, conduct the defense in any such third party action arising as described herein at Contractor's sole expense and BearingPoint shall cooperate with such defense.

**9. BEARINGPOINT OR CLIENT CONFIDENTIAL INFORMATION.** All information, documents, software, reports, data, records, forms and other materials developed by Contractor for BearingPoint or obtained by or disclosed to Contractor in the course of performing the Services are the proprietary, confidential and trade secret information of BearingPoint, its clients and/or its other contractors or licensors. Contractor will deliver to BearingPoint all tangible forms of such proprietary confidential and trade secret information and all copies thereof (and all other property obtained from or through BearingPoint) when BearingPoint requests the same or immediately upon termination of this Agreement, whichever occurs earlier. Contractor agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold BearingPoint's and any of its client's proprietary, confidential and trade secret information in trust and confidence. Contractor shall not use or disclose to any person, firm or entity any proprietary, confidential or trade secret information of BearingPoint, its clients and/or its other contractors or licensors without BearingPoint's express, prior written permission.

**10. INDEPENDENT CONTRACTOR.** Contractor agrees that Contractor's relationship with BearingPoint is that of an independent contractor and nothing in this Agreement shall be construed as creating a partnership, joint venture or employer-employee relationship. Neither Contractor nor any of its employees or agents will be entitled to any of the benefits which BearingPoint may make available to its employees, such as group insurance, profit-sharing, or retirement benefits. Contractor shall be solely responsible for complying with all applicable local, state and federal laws governing self-employed individuals, including but not limited to obligations such as payment of federal, state and local taxes, social security, disability and other contributions attributable to the rendition of Services hereunder to BearingPoint. Contractor shall indemnify, hold harmless and defend BearingPoint from any and all claims, liabilities, damages, taxes, fines or penalties sought or recovered by any governmental entity, including but not limited to the Internal Revenue Service or any state taxing authority, arising out of Contractor's alleged failure to pay such taxes or make such contributions. Nothing in this Agreement shall be deemed to constitute Contractor or BearingPoint the agent of the other. Neither Contractor nor BearingPoint shall be or become liable or bound by any representation, act or omission whatsoever of the other.

**11. NON-ASSIGNABILITY.** Contractor shall not assign, transfer, or subcontract (which, includes, without limitation, contracting with individual independent contractors for the performance of the Services) this Agreement or any of its obligations hereunder without BearingPoint's express, prior written permission.

**12. NON-EXCLUSIVITY.** During the term of this Agreement, BearingPoint may engage the services of any individual or entity that competes with Contractor or offers services similar to those offered by Contractor, and any such engagement shall not be considered a breach of this Agreement.

**13. NON-SOLICITATION OF CLIENTS.** During the term of this Agreement and for one year after its termination, expiration or cancellation, Contractor shall not provide or offer to provide services, other than through BearingPoint, to any client of BearingPoint with respect to which the Services provided by Contractor hereunder were related.

**14. SEVERABILITY.** In the event that any term or provision of this Agreement shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**15. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the United States and the laws of the Commonwealth of Virginia. The parties hereby submit to the exclusive personal and subject matter jurisdiction of the state and federal courts located in Commonwealth of Virginia.

**16. INTEGRATION.** This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior and contemporaneous representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by each of the parties hereto.

**17. INSURANCE.** Throughout the term of this Agreement, Contractor shall maintain workers compensation insurance in the amount required by statute, comprehensive general liability insurance with coverage of at least one million dollars (\$1,000,000) and professional errors and omissions insurance for bodily injury, property damage or other losses resulting from errors or omissions in connection with Contractor's performance of the Services with coverage of at least one million dollars (\$1,000,000), in connection with the provision of services by Contractor pursuant to the terms of this Agreement. Contractor has provided BearingPoint with Certificates of Insurance or self-insurance evidencing the above coverage and shall provide BearingPoint with prompt written notice of any material change.

**18. NOTICES.** All notices permitted or required under this Agreement shall be in writing and shall be by personal delivery, a nationally recognized overnight courier service, facsimile transmission or certified or registered mail, return receipt requested. Notices shall be deemed given upon the earlier of actual receipt or one (1) day after deposit with the courier service, receipt by sender of confirmation of electronic transmission or five (5) days after deposit with the U.S. Postal Service. Notices shall be sent to the addresses listed below, or to such other address as either party may specify in writing.

If to BearingPoint:

**BearingPoint, Inc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With a copy to:

**BearingPoint, Inc.**

1676 International Drive

McLean, VA 22102

Attention: Group Counsel, Public Services



If to Contractor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn: \_\_\_\_\_

#### 19. SURVIVAL.

Paragraphs 4, 6, 8, 9, 10, 13 and 15 shall survive the expiration or earlier termination of this Agreement by either party for any reason.

**IN WITNESS WHEREOF**, the parties hereto have or caused this Agreement to be executed by their duly authorized representatives, as of the date first above written.

**[CONTRACTOR]**

**BEARINGPOINT, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**"EXHIBIT A"**

**DESCRIPTION OF CONTRACTOR SERVICES**

Contractor shall provide the following services:

1. Identify title companies that purchase real property records
2. Interview the title companies to ascertain the following:
  - a. What information do title companies need
  - b. What information would be of value to title companies
  - c. What information would title companies be willing to pay for
  - d. What is the current amount paid by title companies for what specific information
  - e. What would be an incentive for the title companies to purchase this information from a different provider

Interviews should be conducted starting with the highest volume title companies working down to lower volume title companies until the number of hours dedicated to the effort has been exhausted.

3. Compile the information from each interview and present the information in a written briefing, in a format agreed upon by both parties.

**Compensation**

Contractor's fees for this statement of work will not exceed \$50,000. Fees will be billed hourly at the rates outlined below:

<u>Individual Name</u>	<u>Billing Rate</u>
<u>Kathy Nealy</u>	<u>\$200 per hour</u>

## CONSULTANT CONFIRMATION AGREEMENT

I, \_\_\_\_\_, represent and agree as follows:

I have been retained as an independent contractor of, and subcontractor to, \_\_\_\_\_ ("Contractor"), which has entered into a Marketing Agreement with BearingPoint, Inc. ("BearingPoint"), dated as of \_\_\_\_\_ (the "Agreement"). I have reviewed a copy of the Agreement; I understand the obligations that the Agreement imposes on Contractor (including Contractor's obligation to assign all work product created under the Agreement to BearingPoint) and, as Contractor's subcontractor for the Agreement, on me; and I agree to comply and abide by all those obligations.

I agree that all information (tangible and intangible), data, drawings, documents, designs, models, inventions, copyrightable material and other tangible materials authored, prepared, created, made, delivered, conceived or reduced to practice, in whole or in part, by me in the course of providing my services (collectively, the "Works") are the sole and exclusive property of Contractor and shall be considered works made for hire. In the event any such Works do not fall within the specifically enumerated works that constitute works made for hire under the United States copyright laws, I hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such Works to Contractor, including, without limitation, all copyrights, patent rights, trade secrets, trademarks, moral rights and all other applicable proprietary and intellectual property rights. If I have any rights to the Works that cannot be assigned to Contractor, I unconditionally and irrevocably: (1) waive the enforcement of such rights; and (2) grant to Contractor during the term of such rights, an exclusive, irrevocable, perpetual, worldwide, royalty-free license to reproduce, create derivative works of, distribute, publicly perform and publicly display such Works, by all means now known or later developed, with the right to sublicense such rights through multiple levels of sublicensees. I agree to render all reasonably required assistance to Contractor to protect Contractor's rights hereinabove described. In the event that Contractor is unable to secure my signature on any documents deemed necessary by Contractor to carry out the purposes of this paragraph, I hereby irrevocably designate and appoint Contractor and its designee(s) as my agent and attorney-in-fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents.

I shall perform to the best of its abilities any and all work assigned by BearingPoint in accordance with BearingPoint's policies and procedures and applicable work plans and budgets.

All information, documents, software, reports, data, records, forms and other materials developed by me for BearingPoint or its clients or obtained by or disclosed to me in the course of performing any services (including, but not limited to, client records and BearingPoint's client list furnished to the Contractor) are the proprietary, confidential and trade secret information of BearingPoint, its clients and/or its other contractors or licensors. I will deliver to BearingPoint all tangible forms of such proprietary confidential and trade secret information and all copies thereof (and all other property obtained from or through BearingPoint) when BearingPoint requests the same, when I am



no longer providing Services to BearingPoint under the Agreement, or immediately upon termination of the Agreement, whichever occurs earlier. I agree during the term of the Agreement and thereafter that I will take all steps reasonably necessary to hold BearingPoint's and any of its clients' proprietary, confidential and trade secret information in trust and confidence. I shall not use or disclose to any person, firm or entity any proprietary, confidential or trade secret information of BearingPoint, its clients or its other contractors and licensors without BearingPoint's express, prior written permission.

I understand that BearingPoint entered into the Marketing Agreement in reliance on my execution of this Consultant Confirmation Agreement.

Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

**BEARINGPOINT, INC.**

**CONTRACTOR**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**"EXHIBIT A"****DESCRIPTION OF CONTRACTOR SERVICES**

Contractor shall provide the following services:

1. Identify title companies that purchase real property records
2. Interview the title companies to ascertain the following:
  - a. What information do title companies need
  - b. What information would be of value to title companies
  - c. What information would title companies be willing to pay for
  - d. What is the current amount paid by title companies for what specific information
  - e. What would be an incentive for the title companies to purchase this information from a different provider

Interviews should be conducted starting with the highest volume title companies working down to lower volume title companies until the number of hours dedicated to the effort has been exhausted.

3. Compile the information from each interview and present the information in a written briefing, in a format agreed upon by both parties.

**Compensation**

Contractor's fees for this statement of work will not exceed \$50,000. Fees will be billed hourly at the rates outlined below:

<u>Individual Name</u>	<u>Billing Rate</u>
Kathy Nealy	\$200 per hour

**Kathy Nealy**

---

**From:** "McCoy, Suzanne" <suzanne.mccoy@bearingpoint.com>  
**To:** "Kathy Nealy" <kathy\_nealy@msn.com>  
**Sent:** Friday, July 22, 2005 9:38 AM  
**Attach:** Nealy Marketing Outsourcing Agreement cl 7-22.zip  
**Subject:** RE: Marketing Outsourcing agreement

Kathy,

As we discussed yesterday, I have made the adjustments to the agreement for section 7b and filled in the blanks related to BearingPoint. I will call you later this afternoon to discuss the scope of work. I look forward to our conversation.

Have a great morning.

Suzanne

-----Original Message-----

**From:** Kathy Nealy [mailto:kathy\_nealy@msn.com]  
**Sent:** Tuesday, July 19, 2005 1:21 PM  
**To:** McCoy, Suzanne  
**Subject:** Marketing Outsourcing agreement

Suzanne,

These are the changes we discussed in our phone conversation on yesterday. Bearingpoint does not expect the work to exceed 50K, however if it should, a change request for additional work will be issued, and Helena and Kathy will discuss that. We are to fill in the blanks for Kathy Nealy and Associates, and you will fill in the blanks for Bearingpoint. You will discuss changes from 15 days to 30 days (in section7b) with your lawyers. Although we did not discuss the scope of work in our phone conversation, would you please clarify this for me ? Thank you so much, and I'm sorry it has taken me so long to send this. Have a nice day!

Kathy Nealy  
 Kathy L. Nealy & Associates  
 1211 Willow Glen  
 Dallas, TX 75232  
 (214) 374-2878  
 (214) 374-0715 fax

\*\*\*\*\*  
 The information in this email is confidential and may be legally privileged. Access to  
 intended addressee is unauthorized. If you are not the intended recipient of this m  
 distribution, retention, or any action taken or omitted to be taken in reliance on it i  
 are not the intended recipient, please reply to or forward a copy of this message to  
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 \*\*\*\*\*

7/22/2005

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GP 1004 0017



4/19/05  
KN  
P/S  
Favre  
4/16/05

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## PROFESSIONAL SERVICES SUBCONTRACT AGREEMENT

THIS PROFESSIONAL SERVICES SUBCONTRACTOR AGREEMENT ("Agreement") is dated this \_\_\_ day of \_\_\_\_\_, 200\_ ("Effective Date"), between BEARINGPOINT, INC., a Delaware corporation having offices at 1676 International Drive, McLean, Virginia 22102 ("BearingPoint"), and \_\_\_\_\_, a \_\_\_\_\_ having offices at \_\_\_\_\_ ("Subcontractor").

1. **Purpose Of Engagement.** Subcontractor understands that BearingPoint has been engaged by its client to perform certain services, and to provide certain deliverables, relating to the development of software and related documentation for its client ("the Engagement"). BearingPoint is retaining Subcontractor to perform the services described in Exhibit A, entitled "Statement of Work" hereto ("Services"), which relate to the Engagement. In performing the Services, Subcontractor agrees to provide its own equipment, tools and other materials at its own expense. BearingPoint may make its facilities and equipment available to Subcontractor to the extent necessary to perform the Services as the parties may mutually agree.

2. **Services Essential.** If the Subcontractor is not a natural person, then the parties agree that:

(a) Subcontractor shall furnish to BearingPoint the services of the individuals listed on Exhibit "B" hereto (the "Consultants"), as amended from time to time, to provide the Services to BearingPoint for the term of this Agreement and under the conditions set forth in this Agreement.

(b) The Services to be provided by Consultants are essential to the satisfactory performance and completion of the Engagement;

(c) BearingPoint shall have the right, at any time, to request removal of any Consultant who BearingPoint deems, in its sole discretion, to be unsatisfactory. Upon such request, Subcontractor shall use all reasonable efforts to promptly replace such removed Consultant with a substitute employee(s) of Subcontractor acceptable to BearingPoint, having skills and training suitable to perform the Services; and

(d) If any of the Consultants leaves the employ of Subcontractor during the term of this Agreement for any reason or is unavailable to continue full-time work called for herein, and if substitute individuals acceptable to BearingPoint are not available to continue the work within seven (7) days from such unavailability, then BearingPoint shall have the right to terminate this Agreement or that part of this Agreement affected, at its discretion, upon ten (10) days notice.

3. **Term.** The term of this Agreement shall begin on the date hereof, and shall continue until completion of the Services or termination pursuant to Paragraph 2(b) or Paragraph 8 hereof.

**Deleted: Delete this header before supplying this document to a potential subcontractor\*\***

This Professional Services Subcontract Agreement is for use when the following two conditions have been met: 1) BearingPoint is Client retaining a subcontractor for a single commercial Client engagement; AND 2) the prime contract is BearingPoint's standard Master Services Agreement or Standard Terms and Conditions. Regardless of the type of services or deliverables, this agreement can be used only for a single engagement for a single commercial Client and is not for use in the Public Sector practice.

<#>This agreement does NOT attach the Prime Contract. If you have a request to negotiate an agreement that attaches a Prime Contract, please contact the Legal Department.

<#>If in doubt as to the appropriate form, consult BearingPoint's Risk and Quality Management group or BearingPoint's Legal Department.

<#>This agreement may not be modified without approval of the BearingPoint Legal Department.

<#>Because the prime contract to which this subcontract relates is likely a negotiated document, the provision of this subcontract will likely require modification to conform to the prime. Therefore, this form should not be sent to the Subcontractor until the LOB attorney has conformed this document to the prime.

<#>No payments related to this Agreement shall be made, and Subcontractor should not begin work until the GTS approval specified in Section 4, "Compensation" of this Agreement is received and the GTS-generated approval number is included on the relevant SOW signed by both parties.

<#>Any changes made to this agreement must be sent to Legal for review prior to execution. In addition, the Statement of Work to this agreement must be reviewed by Legal prior to submission to the subcontractor. After having two originals of the final version of this agreement signed by BearingPoint and the Subcontractor, forward an original of the executed agreement to the Legal Department who will then record the receipt and forward a copy to the Subcontractor Management.

**\*\* Delete this header before supplying this document to a potential subcontractor\*\***

-----Page Break----- [1]

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**4. Subcontractor's Compensation.** During the term of this Agreement, BearingPoint agrees to compensate the Subcontractor at the hourly or other billing rate identified in Exhibit B. Notwithstanding the foregoing, in no event shall the fees payable to Subcontractor hereunder exceed \$\_\_\_\_\_ (the "Maximum Amount") without the express written consent of BearingPoint. Subcontractor shall provide BearingPoint with a bi-weekly summary setting forth (i) the accrued fees payable to Subcontractor for the Services through the immediately preceding week and (ii) the aggregate unpaid fees payable to Subcontractor for the Services through the immediately preceding week. In addition, BearingPoint shall reimburse Subcontractor its actual out-of-pocket expenses, consistent with the engagement expense policies and budget, as reasonably incurred and documented by Subcontractor in connection with performance of Services under this Agreement; provided that any expenses for an amount greater than five hundred dollars (\$500.00) shall be submitted to BearingPoint for its prior written approval. Subcontractor shall bill BearingPoint at monthly intervals. Invoices shall be mailed directly to the BearingPoint Engagement Managing Director.

Each invoice submitted by Subcontractor will provide complete supporting detail for each day on which Services were performed, including for each such day, the name of the Consultant(s) who performed the Services, the date of Services, hours worked at the negotiated rate on that day, and receipts or other suitable detail concerning related expenses. BearingPoint shall pay correct invoices within (i) forty-five (45) days after receipt of Subcontractor's invoice, or (ii) thirty (30) days after BearingPoint's receipt of payment for the Services from the Client, whichever is later. Subcontractor acknowledges that payments under this Agreement, including without limitation any payments under any relevant engagement letters and/or SOWs, are contingent upon and subject to prior approval for payment by the BearingPoint Global Technology Services group ("GTS") as evidenced by the insertion of the relevant GTS-generated approval number on the SOW. The parties agree that BearingPoint has no obligation to compensate Consultants, if any, and that Subcontractor is exclusively responsible for any payment of any compensation to Consultants, as well as any and all applicable taxes and insurance based on such compensation.

**5. Ownership Of Materials Related To Services.** The parties agree that all ideas, know-how, processes, information, drawings, documents, designs, models, inventions, copyrightable material and other tangible and intangible materials authored, prepared, created, made, delivered, conceived or reduced to practice, in whole or in part, by Subcontractor in the course of providing the Services, including without limitation, computer programs, computer systems, data and documentation, (collectively, the "Works") are the sole and exclusive property of BearingPoint and shall be considered works made for hire. In the event any such Works do not fall within the specifically enumerated works that constitute works made for hire under the United States copyright laws, Subcontractor hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such Works to BearingPoint, including, without limitation, all copyrights, patent rights, trade secrets, trademarks, moral rights and all other applicable proprietary and intellectual property rights. If Subcontractor has any rights to the Works that cannot be assigned to BearingPoint, Subcontractor unconditionally and irrevocably: (1) waives the enforcement of such rights; and (2) grants to BearingPoint



during the term of such rights, an exclusive, irrevocable, perpetual, worldwide, royalty-free license to reproduce, create derivative works of, distribute, publicly perform and publicly display such Works, by all means now known or later developed, with the right to sublicense such rights through multiple levels of sublicensees. Subcontractor agrees to render all reasonably required assistance to BearingPoint to protect BearingPoint's rights herein above described. In the event that BearingPoint is unable to secure Subcontractor's signature on any documents deemed necessary by BearingPoint to carry out the purposes of this paragraph, Subcontractor hereby irrevocably designates and appoints BearingPoint or its designee(s) as Subcontractor's agent and attorney-in-fact, which appointment is coupled with an interest, to act for and in Subcontractor's behalf to execute, verify and file any such documents.

**6. Compliance With BearingPoint Policies and Budgets.** Subcontractor agrees to perform to the best of its abilities any and all work assigned by BearingPoint in accordance with BearingPoint's policies and applicable budgets, including without limitation, the GTS approval process described in Section 4 above. Subcontractor's personnel performing the Services on BearingPoint's premises shall comply with BearingPoint's rules and regulations. Without limiting the foregoing, the Services shall be performed in a timely and professional manner in accordance with applicable professional standards.

**7. Subcontractor's Warranties.** Subcontractor warrants that:

(a) All Services will be performed by Subcontractor, or, if Subcontractor is not a natural person, then: (1) all Services will be performed by Consultants; (2) Subcontractor will provide a copy of this Agreement to each Consultant prior to assignment to the Engagement, and each Consultant furnished must agree to the terms of this Agreement by signing the Consultant Confirmation Agreement form attached hereto as Exhibit C; and (3) Subcontractor has the right and authority to direct Consultants to provide the Services to BearingPoint as required by this Agreement;

(b) Subcontractor's performance of the Services called for by this Agreement, including without limitation, the development and delivery of the Works, does not and shall not violate: (1) any applicable law, rule, or regulation; (2) any contracts with third parties; or (3) any third-party rights in any patent, trademark, copyright, trade secret, or any other proprietary or intellectual property right;

(c) Subcontractor has full authority and sufficient right, title, and interest in and to the Works, to grant and convey the rights accorded to BearingPoint under Paragraph 5 hereof;

(d) For a period of twelve (12) months following installation (the "Warranty Period"), any software (and associated documentation) delivered to BearingPoint hereunder shall: (1) be free from significant programming errors and from defects in workmanship and materials; and (2) shall conform to the performance capabilities, characteristics, specifications, functions and other descriptions and standards applicable thereto and as set forth in Exhibit A. In the event that defects are discovered



during the Warranty Period, Subcontractor shall promptly remedy such defects at no additional expense to BearingPoint;

(e) Subcontractor has conducted a background check with respect to each of the Consultants that includes, at a minimum, items with respect to an individual's civil, criminal, litigation, credit, and educational background, and that there were no adverse findings related to that background check in any aforementioned area. In addition, Subcontractor will perform such background checks in conformity with the requirements that may be established by the client for which BearingPoint has been engaged as the prime contractor. Subcontractor will maintain an inventory of the results of those background checks and will provide copies to BearingPoint upon BearingPoint's request. All persons performing Services under this agreement: (1) are lawfully in the jurisdiction(s) in which such person are performing the Services, (2) in compliance with all privacy and other applicable laws and regulations, including without limitation, those relating to such persons work status in such jurisdiction(s); and (3) consent to the use and transnational transmission of any personal data reasonably related to the performance of this Agreement; and

(f) The Maximum Amount constitutes Subcontractor's good-faith estimate of Subcontractor's professional fees for the Services.

## **8. Termination.**

(a) BearingPoint may terminate this Agreement at its convenience and without any breach by Subcontractor upon thirty (30) days written notice to Subcontractor without any liability to Subcontractor other than to pay amounts due for Services performed.

(b) In addition, either party may terminate this Agreement upon thirty (30) days written notice to the other, in the event the other party breaches a material term of this Agreement and fails to cure such breach within such thirty (30) day period.

(c) Notwithstanding the foregoing, this Agreement shall automatically terminate with respect to Services relating to an Engagement at such time as such Engagement terminates. BearingPoint may also terminate this Agreement immediately in its sole discretion upon Subcontractor's material breach of Paragraphs 11 or 14.

**9. Indemnification.** Subcontractor hereby agrees to indemnify, hold harmless and defend BearingPoint and any member, director, officer, employee or agent thereof, against all claims, liabilities, losses, expenses (including attorney's fees and legal expenses related to such defense), fines, penalties, taxes or damages (collectively "Liabilities") asserted by any third party where such Liabilities arise out of or result from: (1) the negligence of Subcontractor in the course of providing the Services; (2) the representations or warranties made by Subcontractor hereunder, or their breach; or (3) any claim that any of the Subcontractor deliverables created or materials otherwise provided by Subcontractor hereunder infringes a copyright, patent, trade secret, trademark or any other proprietary right of a third party. BearingPoint shall promptly notify Subcontractor of any third party claim and Subcontractor shall, at BearingPoint's option, conduct the defense in any such

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**11. BearingPoint or Client Confidential Information.** All information, documents, software, reports, data, records, forms and other materials developed by Subcontractor for BearingPoint or its clients or obtained by or disclosed to Subcontractor in the course of performing the Services are the proprietary, confidential and trade secret information of BearingPoint or its clients. Subcontractor will deliver to BearingPoint all tangible forms of such proprietary confidential and/or trade secret information and all copies thereof (and all other property obtained from or through BearingPoint) when BearingPoint requests the same or immediately upon termination of this Agreement, whichever occurs earlier. Subcontractor agrees during the term of this Agreement, and thereafter, that it will take all steps reasonably necessary to hold BearingPoint's and any of its client's proprietary, confidential and trade secret information in trust and confidence. Subcontractor shall not use or disclose to any person, firm or entity any proprietary, confidential or trade secret information of BearingPoint or its clients without BearingPoint's express, prior written permission.

13. **Right To Hire Former Consultants.** In the event that any Consultant terminates its employment with Subcontractor for any reason during the course of this Agreement, BearingPoint has the right to hire such Consultant as an employee or an independent contractor of BearingPoint (at the sole discretion of BearingPoint) with no additional compensation being owed to Subcontractor.

**14. Non-Solicitation Of Clients.** During the term of this Agreement and for one year after its termination, expiration or cancellation, Subcontractor shall not provide or offer to provide services, other than through BearingPoint, to any client of BearingPoint in connection with any Engagement(s) with respect to which Subcontractor provided Services hereunder.

**15. Nonassignability.** Subcontractor shall not assign, transfer, or subcontract this Agreement or any of its obligations hereunder without BearingPoint's express, prior written permission.

**16. Severability.** In the event that any term or provision of this Agreement shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**17. Governing Law.** This Agreement shall be governed by and construed in accordance with the federal laws of the United States and the Commonwealth of Virginia, without regard to the conflict of laws provisions thereof. The parties hereby submit to the exclusive personal and subject matter jurisdiction of the state and federal courts located in the Commonwealth of Virginia, which shall be the exclusive venue for any such dispute. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement.

**18. Insurance.** Throughout the term of this Agreement, Subcontractor shall maintain and shall not commence services under this Agreement until it has obtained all of the insurance required as set forth in Exhibit D. The Subcontractor shall not allow any subcontractor to commence services under a subcontract until the subcontractor has obtained all necessary insurance as required in Exhibit D, or the Subcontractor has insured the subcontractor under its own insurance policies.

**19. Press Releases and Client List Reference.** Neither party shall issue any press release concerning the Services provided hereunder without the other's consent. However, BearingPoint may identify Subcontractor as a contractor of BearingPoint (using Subcontractor's name and logo) and generally describe the nature of the Services in BearingPoint's promotional materials, presentations, and proposals to current and prospective clients. In addition, BearingPoint may reference the Statement of Work in case studies and qualification statements that describe the objectives of the Client engagement; how BearingPoint utilized Subcontractor to support the Client's objectives, and what benefits Client realized.

**20. Personal Data.**

(a) Contractor hereby agrees to retain and cause third parties to retain any Personal Data disclosed or transferred to Contractor in connection with this Agreement in confidence. Contractor shall Process such Personal Data only as required for the Engagement and shall not disclose or transfer such Personal Data to any third party which does not have a need for such Personal Data in the course of the Engagement and which would not have agreed to keeping this Personal Data in confidence. Contractor warrants that

1. The Contractor shall not use or disclose the Personal Data for any purpose other than the Engagement.

2. The Contractor shall not use or disclose the Personal Data for any purpose other than the Engagement.

Page 6

it has obtained consent of the individual whose Personal Data is disclosed or transferred by Contractor to BearingPoint and/or a third party in connection with this Agreement and that Contractor's Processing of such Personal Data is in accordance with any applicable law on protection of Personal Data. Contractor hereby lawfully consents to BearingPoint using, Processing and transferring cross-border Contractor's and Consultants' personal data, for purpose of the BearingPoint engagement with the client and for dealing with potential client or otherwise in connection with BearingPoint's business. For purposes of this Agreement, "Personal Data" shall mean any information relating to an identified or identifiable individual. "Process" or "Processing" shall mean any operation or set of operations performed upon the Personal Data, including collection, recording, organization, use, transfer, disclosure, storage, manipulation, combination and deletion of Personal Data.

(b) Contractor shall indemnify, defend and hold BearingPoint harmless from and against any and all claims, liabilities, losses, reasonable expenses (including reasonable attorneys' fees), fines, penalties and/or damages actually incurred by or asserted against BearingPoint in connection with any third party claim related to the Processing of the third party's Personal Data by the Contractor.

**21. Informal Dispute Resolution.** This Agreement carefully lists each party's obligations in an effort to minimize disputes and aid in mutually satisfactory resolution of such disputes. The parties agree to attempt in good faith to settle any dispute, controversy or claim, whether based on contract, tort, statute or other legal or equitable theory arising out of or related to this Agreement (including any amendments or extensions thereto) (collectively, a "Claim") by way of consultations among the parties, which consultations shall be initiated upon written notice by either party to the other. For purposes of the foregoing sentence, BearingPoint shall be represented in such consultations by the Project Manager identified in the Statement of Work, and Subcontractor shall be represented by an individual of commensurate authority. If the parties cannot come to a mutually agreeable resolution of the Claim within ten (10) business days, then such Claim will be referred to members of the parties' executive management (each such member a "Representative") for resolution, which referral shall be evidenced by a written notice from either party to the other (the "Referral"). For purposes of the foregoing sentence, BearingPoint's Representative shall be the Engagement Managing Director, and Subcontractor's Representative shall be an individual of commensurate authority. The parties' Representatives shall meet within five (5) business days of a Referral to attempt to resolve the Claim. If the Representatives have not met within five (5) business days of such Referral, or have not reached a mutually agreeable resolution of the Claim within ten (10) business days after their initial meeting on the subject of such Claim, then such Claim will, by way of written notice of either party to the other, be submitted to Mediation in accordance with the provisions of Paragraph 22 hereof. Neither party shall be bound by the provisions of this Paragraph 21 if the Claim pertains to or arises under Paragraphs 5, 9, or 11 hereof.

**22. Mediation.** If either party has a Claim against the other party that has not been resolved pursuant to Paragraph 21 hereof, a written description of such Claim shall be provided to such other party and a good faith effort to resolve the problem via non-binding mediation in accordance with the applicable rules of the American Arbitration Association

" 0%

**25. Integration.** This Agreement, with its exhibits, constitutes the entire agreement of the parties hereto and supersedes all prior and contemporaneous representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by each of the parties hereto.



26. **Notices.** All notices permitted or required under this Agreement shall be in writing and shall be by personal delivery, a nationally recognized overnight carrier, facsimile transmission or certified or registered mail, return receipt requested. Notices shall be deemed given upon the earlier of actual receipt or one (1) day after deposit with the overnight carrier, receipt by sender of confirmation of electronic transmission or five (5) days after deposit with the U.S. Postal Service. Notices shall be sent to the addresses listed below, or to such other address as either party may specify in writing.

If to BearingPoint:

If to Subcontractor:

**BearingPoint, Inc.**

[Name of Subcontractor]

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

With a copy to:

**BearingPoint, Inc.**  
Attention: Legal Department  
1676 International Drive  
McLean, VA 22102-4828

**IN WITNESS WHEREOF**, the parties hereto have signed this Agreement, or caused it to be signed by their duly authorized representatives, as of the day and year first above written.

**[Subcontractor]**

**BEARINGPOINT, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Title:** \_\_\_\_\_

## 11 9

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## 1. PURPOSE OF PROJECT

## 2. APPROACH

### 3. SCHEDULE

#### 4. DELIVERABLE SPECIFICATIONS

## 5. COMPENSATION

GTS Approval Number: \_\_\_\_\_

**T&M**

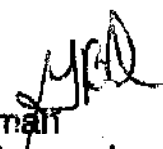




111 Congress Avenue, Suite 1100  
Austin, Texas 78701  
512-542-5300  
512-542-5399 - FAX

## FACSIMILE COVER SHEET

**TO:** Ms. Kathy Nealy

**FROM:** Glenna B. Orman   
Assistant to Helena J.  
Tantillo, Managing Director

**RE:** Letter of Agreement

**DATE:** June 16, 2004

**FAX #:** 214.374.0715

**PHONE #:** 214.374.2878

**PAGES:** 3

**CC:**

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Attached please find our Letter of Agreement for your review. We will be sending two originals for your signature by Federal Express to your Willow Glen address. Should you have any question, feel free to call me at 512.542.5388.

Thank you.

Glenna

**KATHY L. NEALY & ASSOCIATES****"TAKING IDEAS TO THE WORLD"**

1211 WILLOW GLEN

DALLAS, TEXAS 75232

(214) 374-2878 OFC \* (214) 374-0715 FAX

**FACSIMILE TRANSMITTAL SHEET**

TO: <i>Ric Samita</i>	FROM: <i>Joni Bregant</i>
COMPANY: <i>Blazing Point</i>	DATE: <i>6/17/04</i>
FAX NUMBER: <i>(512) 542-5399</i>	TOTAL NO. OF PAGES INCLUDING COVER: <i>2</i>
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE: <i>HUB Certification</i>	YOUR REFERENCE NUMBER:

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

**NOTICE OF CONFIDENTIALITY**

The information contained in and transmitted with this facsimile is intended only for the individual or entity designated above. You are hereby notified that any dissemination, distribution, copying or use of the information contained and transmitted with this facsimile by or to anyone other than the recipient designated above by the sender is unauthorized and strictly prohibited. If you have received this facsimile in error, please notify us immediately.



# State of Texas

## Historically Underutilized Business Certification and Compliance Program



The Texas Building & Procurement Commission (TBPC),  
hereby certifies that

### **KATHY L. NEALY & ASSOCIATES**

has successfully met the established requirements of the  
State of Texas Historically Underutilized Business (HUB)  
Certification and Compliance Program to be recognized as a HUB.

This certificate, printed 23-NOV-2002, supersedes any registration and certificate previously issued by the TBPC's HUB Certification and Compliance Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the TBPC's HUB program in writing. The Commission reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Certificate/VID Number: 1752838769300  
File/Vendor Number: 84716  
Approval Date: 19-NOV-2002  
Expiration Date: 19-NOV-2004

Paul A. Gibson  
HUB Certification & Compliance Supervisor  
Texas Building & Procurement Commission  
(512) 305-9071

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.tbpc.state.tx.us>) or by contacting the TBPC's HUB Certification and Compliance Program at (888) 863-5881 or (512) 463-5872.

1752838769300 84716  
KATHY L. NEALY & ASSOCIATES  
1211 WILLOW GLEN  
DALLAS, TX 75232



**Kathy Nealy**

---

**From:** "Januta II, Richard A (BearingPoint)" <rjanuta@bearingpoint.net>  
**To:** "Kathy Blanck (E-mail)" <kathyb@cdats.com>  
**Cc:** "Kathy\_Nealy@msn.com" <Kathy\_Nealy@msn.com>  
**Sent:** Wednesday, June 16, 2004 3:19 PM  
**Attach:** HUB Forms.doc  
**Subject:** HUB forms for DRP proposal

Kathy,

It is my responsibility to oversee completion of the necessary HUB forms required for our proposal response to the Driver Responsibility Program. I have attached the necessary documentation which is required, and would be happy to work with you or anyone else in your organization to get them completed as soon as practicable (preferably by midday tomorrow). I'll try to contact you by phone to briefly discuss this important piece of our proposal.

Regards,

Ric

<<DRP HUB forms.doc>>

Richard A. Januta, II  
Manager - TexasOnline Industry Outreach  
~ Public Safety, Law Enforcement, Transportation, Homeland Security ~  
BearingPoint, Inc. ~ Austin, TX  
Phone (mobile): 214.534.4407 ~ Austin voice-mail: 512.542.5396  
Austin Fax: 512.542.5399 ~ Dallas Fax: 972.222.6736  
[rjanuta@bearingpoint.net](mailto:rjanuta@bearingpoint.net) <<mailto:rjanuta@bearingpoint.net>>

\*\*\*\*\*  
The information in this email is confidential and may be legally privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient of this message, any review, disclosure, copying, distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system.  
\*\*\*\*\*

6/17/2004

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Attachment C  
(HSP-LTR)

**TEXAS DEPARTMENT OF PUBLIC SAFETY**  
**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) OUTREACH PROGRAM**  
**HUB SUB CONTRACTING PLAN (HSP) DECLARATION FORM**

**DPS Solicitation Number:** \_\_\_\_\_

By signature below, I acknowledge I have thoroughly read and understand DPS' "Policy on Utilization of Historically Underutilized Businesses". This "HUB Subcontracting Plan (HSP) Declaration" is submitted as an integral part of our response to the above referenced solicitation.

As instructed, I have indicated only one of the following that is to be our HUB Subcontracting Plan (HSP) in the event of an award:

(Check only one)

Enclosed are \_\_\_\_\_ (\_\_\_\_\_)

HUB-LOI \*Totaling:

(MUST INCLUDE ALL HUB AND NON-HUB SUBCONTRACTORS)

\$ \_\_\_\_\_

(Dollars and Cents) \_\_\_\_\_

This amount constitutes \_\_\_\_\_ percent

( \_\_\_\_\_ %) of our total response amount.

The enclosed HUB SOI\*\* expresses our intent to utilize NO Subcontractors, and perform and/or supply all contracted services and/or goods solely with our employees and resources.

Authorized Signature/Date: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_

Type/Print Title: \_\_\_\_\_

Type/Print  
Name of Firm: \_\_\_\_\_

\*Letter of Intent (HUB-LOI) Attachment C  
 Determination of Good Faith Effort (HSP-DGFE) Attachments D-D1  
 \*\* Statement of Intent (HUB-SOI), Attachment E  
 Determination of Good Faith Effort (HSP-DGFE) Attachments D-D1



**HUB SUBCONTRACTING PLAN  
HISTORICALLY UNDERUTILIZED BUSINESS  
LETTER OF INTENT (HUB-LOI)**

(HUB-LOI IS USED BY POTENTIAL CONTRACTOR/VENDOR TO IDENTIFY  
SUBCONTRACTORS SELECTED FOR WORK ON THE CONTRACT)

Bidder: \_\_\_\_\_ Vendor Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Bid Number: \_\_\_\_\_ Contract amount: \_\_\_\_\_

Description of commodities/specifications: \_\_\_\_\_

Duration of  
Contract: \_\_\_\_\_

Name of  
Subcontractor/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Is the subcontractor a certified HUB? \_\_\_\_ Yes \_\_\_\_ No

If yes, enter the TBPC Certificate (VID) number: \_\_\_\_\_

Dollar amount of contract with subcontractor/supplier: \$ \_\_\_\_\_

Percentage amount of contract with subcontractor/supplier: % \_\_\_\_\_

Description of materials/services performed under agreement with the subcontractor for amount indicated above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*PLEASE SUBMIT A SEPARATE FORM FOR EACH SUBCONTRACTOR/SUPPLIER.**





Attachment D1  
(HSP-DGFE)

HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN (HSP)  
**CONTRACTOR/SUPPLIER GOOD FAITH EFFORT CHECKLIST**  
 DETERMINATION OF GOOD FAITH EFFORT (DGFE), PART 1, PAGE 1  
 (This form must be completed and submitted as part of the HUB Subcontracting Plan)

Contractor/Vendor Name: \_\_\_\_\_ Vendor Identification Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ - \_\_\_\_\_ Solicitation Number: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

In determining whether a good faith effort has been made in development of the HUB Subcontracting Plan, a state agency shall require the potential contractor/vendor to submit supporting documentation explaining in what ways the potential contractor/vendor has made a good faith effort. Please answer the questions below. Provide necessary documentation to support your answers. Use continuation sheets as required.

**Check Only** those items below that have been done to provide subcontracting opportunities for HUBs. Submit this checklist, along with supporting documentation to DPS. Failure to do so will result in non-compliance. Documentation should include the following:

- ☐ The contract work was divided into reasonable portions in accordance with prudent industry practices.
- ☐ Did your company send notices containing adequate information about bonding, insurance, the plans, the specifications, scope of work, and other requirements of the contract to three or more qualified Hubs allowing reasonable time for Hubs to participate effectively (include Attachment E)?
- ☐ Did your company negotiate in good faith with qualified Hubs, not rejecting qualified Hubs who were the best value responsive bidder?
- ☐ Did your company document reasons for rejection or meet with rejected Hubs to discuss the rejection?
- ☐ Did your company advertise in general circulation, trade association, and minority/women focus media concerning subcontracting opportunities?
- ☐ Did your company assist non-certified Hubs to become certified?

Contractor/Supplier	Authorized Representative(Please print or type)	Solicitation Number:

I CERTIFY that the above information and supporting documentation are attached and correct.

Signature-Authorized Representative

Date

**Note:** DPS will review the supporting documentation submitted by the potential contractor/vendor to determine if a good faith effort was made in accordance with applicable 1 TAC rules and the contract specifications. If DPS determines that a good faith effort was not made, the bid or other response shall be rejected as a material failure to comply with advertised specifications. The reasons for rejection will be recorded in the project file.



**HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN (HSP)  
CONTRACTOR/SUPPLIER GOOD FAITH EFFORT SOLICITATION (HUB-S)  
DETERMINATION OF GOOD FAITH EFFORT (DGFE), PART 2, PAGE 1**

(This form must be completed and submitted as part of the HUB Subcontracting Plan for Determination of Good Faith Effort)

Contractor/Vendor Name: \_\_\_\_\_ Vendor Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bid Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Are you certified as a Texas HUB? ☐ Yes ☐ No;

If yes, please provide your TBPC VID/Certificate Number above.

Specific Subcontract Solicited: \_\_\_\_\_

Contractor's Estimate of Approximate Dollar Value of Subcontract Advertised: \_\_\_\_\_

***\* Identify each HUB to which a notice of solicitation was given. Attach a copy of each solicitation letter.***

**1. Name of HUB Subcontractor/Supplier:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

**2. Name of HUB Subcontractor/Supplier:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

**3. Name of HUB Subcontractor/Supplier:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

**4. Name of HUB Subcontractor/Supplier:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_



**HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN (HSP)  
CONTRACTOR/SUPPLIER GOOD FAITH EFFORT SOLICITATION (HUB-S)  
DETERMINATION OF GOOD FAITH EFFORT (DGFE), PART 2, PAGE 2**

(This form must be completed and submitted as part of the HUB Subcontracting Plan for Determination of Good Faith Effort)

5. Name of HUB Subcontractor/Supplier:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

6. Name of HUB Subcontractor/Supplier:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

7. Name of HUB Subcontractor/Supplier:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_

8. Name of HUB Subcontractor/Supplier:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Owner(s): \_\_\_\_\_

If TBPC certified, enter Vendor Identification Number: \_\_\_\_\_ If not TBPC certified, please complete the following information: ☐ Black American ☐ Male ☐ Female ☐ Native American ☐ Male ☐ Female ☐ Woman ☐ Hispanic American ☐ Male ☐ Female ☐ Asian Pacific American ☐ Male ☐ Female

Date certification packet delivered to HUB subcontractor \_\_\_\_\_



## HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN STATEMENT OF INTENT (SOI)

*(Must be completed and submitted when the contractor/vendor plans to complete all work with its employees and resources.)*

If the potential contractor/vendor can perform the subcontracting opportunities identified by **DEPARTMENT OF PUBLIC SAFETY**, with its employees and resources, the HUB Subcontracting Plan must express the potential contractor/vendor's intent to complete the work with its employees and resources. The potential contractor/vendor must attest to this fact by completion of the Statement of Intent below.

By completing the following Statement of Intent, the potential contractor's/vendor's HUB Subcontracting Plan may be considered responsive, qualified and/or valid:

### STATEMENT OF INTENT:

I \_\_\_\_\_, an authorized representative of (contractor/vendor) have reviewed the purchase solicitations, and have determined that the entire work of the contract will be completed with (contractor/vendor) own employees and internal resources without subcontracting any portion of the contract.

I hereby agree to act in good faith and understand that if my company is awarded the contract, that as a provision of this contract, I agree to complete all subcontracting opportunities, identified by the agency, with my company's resources and to report information to **DEPARTMENT OF PUBLIC SAFETY** regarding my performance of the contract as specified.

If circumstances necessitate the use of any subcontractors, I agree to seek the timely authorization by the contracting agency and adhere to the provisions of 1 TAC, Section 111.14 (relating to the submission of HUB Subcontracting Plan documents). I also agree and understand that if I fail to comply with this Statement of Intent, I will be in breach of the performance of the contract.

\_\_\_\_\_  
Printed Name of Contractor/Vendor

\_\_\_\_\_  
Signature of Contractor/Vendor

Date: \_\_\_\_\_

If the selected contractor/vendor decides to subcontract any part of the contract after the award, as a provision of the contract, the contractor/vendor must seek authorization and comply with provisions of 1 TAC, Section 111.14, prior to any modifications or performance in the awarded contract involving subcontracting. If the contractor/vendor subcontracts any of the work without prior authorization and without complying with contract specifications or HUB Subcontracting Plan, the contractor/vendor is deemed to have breached the contract. The contractor/vendor also is subjected to any other remedial actions provided by Chapter 2161 of the Texas Government Code and 1 TAC, Section 111.14. **DEPARTMENT OF PUBLIC SAFETY** also may report non-performance to the TBPC in accordance with the TBPC's vendor Performance and Debarment Program.





**TEXAS DEPARTMENT OF PUBLIC SAFETY  
HUB SUBCONTRACTING PLAN (HSP) CONTRACT PROVISION**  
Document to be used after the award of contract.

Contractor/Vendor Name: _____		Vendor Identification Number: _____	
Address: _____			
Phone: _____ - _____ - _____	Solicitation Number: _____		Contract Amount: _____

**HSP GOOD FAITH EFFORT COMPLIANCE REQUIREMENTS:**

By reference and as a condition of award, the approved HUB SUBCONTRACTING PLAN (HSP), submitted as part of the selected vendor's response, is hereby incorporated into this contract.

The contractor/vendor shall report subcontracting information using one of the following documents on a \_\_\_\_\_ basis:  
(Specify reporting period)  
**Determined by DPS**

- (1) Historically Underutilized Business Progress Assessment Report (HUB-PAR), documentation of work subcontracted with HUBs and Non-HUBs in accordance with the HUB Subcontracting Plan. Identify HUBs by indicating Yes or No and include the TBPC Certificate VID number.
- (2) No subcontracting Progress Affidavit (NON-SUB-AFF) affirms that NO subcontractors have been used on the contract in accordance with the HUB Subcontracting Plan. If contractors have been used, the contractor/vendor should identify all subcontractors used in the contract.



**PRIME CONTRACTOR  
PROGRESS ASSESSMENT REPORT (HUB/and NON-HUB-PAR)  
DOCUMENTATION OF WORK SUBCONTRACTED WITH HUBs**

Date of Award \_\_\_\_\_ Solicitation Number \_\_\_\_\_ Object Code (agency use): \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Vendor Identification Number (VID Number)  
\_\_\_\_\_

Total Contract Amount Paid this Period to Contractor \_\_\_\_\_

Document HUB/and NON-HUB Subcontractor Information, as applicable below:

Subcontractor/Supplier Name(s)	VID or TBPC Certificate Number for Subcontractor	HUB Certified YES/NO	Total Contract \$ Amount from Letter of Intent with Subcontractor	Total \$ Amount Paid This Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor
<b>TOTAL REPORTED</b>			\$	\$	\$

**Must be reported with each pay request.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Historically Underutilized Business (HUB) SUBCONTRACTING PLAN  
Non-Subcontractors Affidavit (NON-SUB-AFF)**

CONTRACTOR/VENDOR NAME: _____		DATE: _____
REF: _____ (DPS SOLICITATION NUMBER)		
REPORTING PERIOD: _____ THROUGH _____		

In accordance with the HUB Subcontracting Plan, I \_\_\_\_\_, an  
Authorized representative of \_\_\_\_\_ company certify that  
during this reporting period, **NO subcontractors** have been used on this  
contract.

\_\_\_\_\_  
Printed Name of Contractor/Vendor

\_\_\_\_\_  
Signature of Contractor/Vendor

-----  
Subscribed and sworn before me, the undersigned notary public, on this \_\_\_\_ day of \_\_\_\_, (yr.) \_\_\_\_.

(Notary Public Seal)

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

State of \_\_\_\_\_

Document completed as a provision of the contract after the contract has been awarded to be  
compliant with the HUB Subcontracting Plan



If the contractor will not be subcontracting any of the areas as deemed probable, it must provide an explanation for each area that is not subcontracted. Failure to provide an explanation for each area not subcontracted will result in rejection of the RFO.

Vendor resources: The Texas Building and Procurement Commission maintain the Central Masters Bidders List (CMBL), and the State of Texas Historically Underutilized Business (HUB) vendor listing. The CMBL is the primary source for identifying potential subcontractors. Vendors may access the entire CMBL through the TBPC website <http://www.tbpc.state.tx.us>

If the contractor cannot locate Hubs that meet their needs at the above listed website they are encouraged to engage in "good faith efforts" by using a reference list at the website locations below:

Houston Minority Business Council: <http://www.hmbe.org/mainmbe.html>

Texas Association of Mexican American Chambers of Commerce: <http://www.latinobusinessregistry.com>

City of Dallas Women's Business Initiative: <http://webster.ci.dallas.tx.us/fss/WBI.htm>

Minority Business Yellow Pages: <http://www.minoritybusiness.com/director.htm>

RFP# 2004-064-1485

**Recording, Indexing and Imaging System for the County Clerk's Office**

**Status Report: June 29, 2004**

**Update on Selection Process**

- Commissioners Court was briefed on May 25, 2004 regarding the list of susceptible vendors recommended by the selection committee:
  - ACS
  - AmCad
  - Bearing Point
  - LanData
- Selection committee attended four demonstrations from June 14-23
- Vendor demonstrations included one hour for public input. Approximately 15-18 people attended each public input session representing the following organizations:
  - Title companies
  - Attorneys
  - Abstractors
  - Surveyors
  - Dallas Central Appraisal District
- Selection committee met on June 24, 2004 to discuss results of vendor demonstrations. During this meeting, the selection committee determined the following:
  - All of the proposed systems contain additional functionality that will result in process efficiencies at a reduced overall cost to Dallas County
  - The committee needs to review additional financial statement information for all of the remaining vendors prior to re-assessing vendor susceptibility

**Open Issue**

- Obtain Commissioners Court approval to allow vendors to submit additional financial statement information for review by the selection committee
  - If a Commissioners Court Briefing and Court Order is completed on July 13<sup>th</sup>, the selection timeline will be extended by three weeks (see attached revised timeline)

*HART INNER CIVIC / Abandoned the Sheriff  
Imaging System*



**Revised Evaluation Timeline**

#	Original	Revised	Description
1.	4/19/04	n/a	Proposals Due
2.	4/21/04	n/a	Meeting #1: Distribute Proposals & Form Subcommittees
3.	4/21/04-5/7/04	n/a	Subcommittees Review Proposals and Prepare Analysis Cost Analysis & Financial Stability of Firm Functional Requirements Technical Requirements References/Reputation/Experience M/WBE Analysis
4.	4/26/04	n/a	Reference check questions due to Purchasing
5.	5/7/04 (Friday)	n/a	Meeting #2: Review Results of Subcommittee Analysis Distribute Scoring Sheets & Instructions
6.	5/13/04	n/a	Meeting #3: Review Evaluation Committee Scoring Determine "Offerors"
7.	5/18/04	n/a	IT Steering Committee
8.	5/25/04	n/a	Commissioners Court Briefing
9.	5/25/04	n/a	Commissioners Court Order
10.	6/1/04 – 6/4/04	n/a	Contact "Offerors" and schedule demonstrations
	6/14/04 – 6/24/04	n/a	Vendor demonstrations
	n/a	n/a	Selection Committee meeting
11.	6/29/04	n/a	IT Steering Committee
12.	n/a	7/13/04	Commissioners Briefing & Court Order re: Financial Stats.
13.	n/a	7/15/04	Financial Statements due from vendors
14.	6/25/04	7/16/04	Determine Revised List of Susceptible Vendors
15.	n/a	7/20/04	IT Steering Committee
16.	n/a	7/27/04	Commissioners Court Briefing re: susceptible vendors
17.	n/a	8/3/04	Commissioners Court Order
18.	7/13/04 – 7/16/04	8/3-8/6	Schedule site visits
	7/26/04 – 7/30/04	8/16-8/20	Conduct site visits
	8/2/04 – 8/13/04	8/23-9/3	Best and Final Offers (BAFOs)
	8/16/04 – 8/20/04	9/6-9/10	Evaluate/Grade/Select Vendor(s)
19.	8/24/04	9/14/04	IT Steering Committee
20.	8/31/04	9/21/04	Commissioners Court Briefing
21.	9/7/04	9/28/04	Commissioners Court Order to Negotiate Contract
22.	9/7/04 – 10/8/04	9/28-10/29	Negotiate Contract
23.	10/12/04	11/2/04	IT Steering Committee
24.	10/19/04	11/9/04	Commissioners Court Briefing
25.	10/26/04	11/16/04	Commissioners Court Order to Award Contract

**Confidential - Not for Distribution** DALLAS COUNTY  
COMMISSIONERS COURT

July 28, 2004

04 JUL 28 PM 4: 03

**TO:** The Honorable Commissioners Court  
**FROM:** Selection Committee for RFP #2004-064-1485  
**SUBJECT:** Susceptible Vendor Recommendation for RFP #2004-064-1485  
Recording, Indexing and Imaging System

**Background:**

The Dallas County selection committee attended vendor demonstrations from June 14-June 22, 2004 for the following vendors: ACS, AmCad, BearingPoint, and LanData.

On June 24, 2004 the selection committee met to discuss results of vendor demonstrations and determined that, prior to the completing and reassessment of vendor susceptibility, additional financial statement information was required from all vendors.

The selection committee has received and reviewed the additional financial statement information provided by the vendors and met on July 15<sup>th</sup> to discuss the findings from the financial statement review and re-assess vendor susceptibility.

**Results and Recommendations:**

As a result of the July 15th meeting, the selection committee voted unanimously to render AmCad and LanData *susceptible* to advance to Stage 3 of the RFP process. The remaining vendors, ACS and BearingPoint, were rendered *non-susceptible* to advance in the RFP process by a nearly unanimous majority vote of the Selection Committee. These votes represent a strong disparity in abilities between those companies found to be susceptible and those found to be non-susceptible. The two vendors found to be non-susceptible were also the lowest ranked in the functional and technical areas evaluated.

It is therefore recommended that the Dallas County Commissioners Court accept the recommendation of the selection committee as outlined in a briefing dated July 27, 2004.

The following attachments provide background information that supports the selection committee's recommendation:

- Attachment A: Summary of Rationale
- Attachment B: Cost Analysis
- Attachment C: Scoring Summary from RFP Analysis
- Attachment D: Vendor Demonstration Script

**Attachments**

*Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations*

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*Confidential – Not for Distribution****Proposed Non-Susceptible Vendors*****BearingPoint**

- According to the vendor's RFP response, the system represents a 91% fit with County's stated functional and technical requirements. Following the vendor's full day software demonstration, the selection committee concurred that while the software was very good, the overall fit of the system fell below the 91% originally reported fit and was unsatisfactory.
- Prime contractor has no experience with County Clerk Recorder functions
- The software subcontractor's financial statements revealed trends that raised concerns regarding the ability to perform through the duration of the contract
- Highest cost hardware, software and implementation services proposal including costly marketing proposal (see Attachment B)
- Reference check issues
- Concerns regarding the coordination of six companies to provide the services proposed
- Unproven business model
- Inability to justify financial proposals and models

Result: 5:1 vote that BearingPoint be rendered *non-susceptible* to continue in RFP process.

**ACS**

- While the vendor's written response to the functional and technical requirements in the RFP yielded a 91% fit, the system did not meet the selection committee's expectations based on these responses and the committee rated the actual fit significantly lower than that reported by the vendor in their RFP response. Following the vendor's full day software demonstration, there was unanimous consensus of the selection committee that the software was the least functional and least user-friendly of all of the systems evaluated.
- Software demonstration was unsuccessful in demonstrating the benefits to Dallas County. In addition, the system crashed a minimum of three times during the software demonstration which did not occur during any of the other software demonstrations.
- Proposed system reflects stale application technology and processes and a more labor-intensive system
- During the software demonstration, the vendor was not receptive to suggestions from the selection committee for software changes or modifications to the proposed process flow of documents
- Turnover in the "Technical Project Leader" position, the key position on this project, rendering uncertainty with necessary technology
- Cumbersome adjustment/accounting/audit processes
- Incomplete audit trail capabilities
- Reference check issues
- A minimum of 25% of the proposed solution was unclear with regard to the experience level and roles of personnel
- Restricted data extraction functionality, hampering use of public data

Result: 5:1 vote that ACS be rendered *non-susceptible* to continue in RFP process.

*Note. Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.*

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**Attachment B: Cost Analysis**

	Landata	AmCAD	ACS	Bearing Point
<b>Hardware</b>				
Purchase Price	\$ 528,209	\$ 470,553	\$ 750,000	\$ 589,052
First Year Maintenance	21,128	38,344	25,000	55,336
<b>Total</b>	<b>\$ 549,337</b>	<b>\$ 508,897</b>	<b>\$ 775,000</b>	<b>\$ 644,388</b>
<b>Software</b>				
Purchase Price	\$ 217,500	\$ 443,800	\$ 675,000	\$ 565,543
First Year Maintenance	39,150	111,300	195,000	134,275
<b>Total</b>	<b>\$ 256,650</b>	<b>\$ 555,100</b>	<b>\$ 870,000</b>	<b>\$ 699,818</b>
<b>Implementation</b>				
Service Costs	\$ 77,800	\$ 965,410	\$ 150,000	\$ 745,500
Travel	25,200	25,000		39,797
<b>Total</b>	<b>\$ 103,000</b>	<b>\$ 990,410</b>	<b>\$ 150,000</b>	<b>\$ 785,297</b>
<b>Required Options</b>				
Custom Programming	\$ -	\$ -	\$ -	\$ -
One Large Doc Scanner Printer		\$ 49,500		
<b>Total</b>	<b>\$ -</b>	<b>\$ 49,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>First Year Total</b>	<b>\$ 908,987</b>	<b>\$ 2,103,707</b>	<b>\$ 1,795,000</b>	<b>\$ 2,129,503</b>
<b>Annual Maintenance</b>				
Hardware	\$ 21,128	\$ 42,799	\$ 26,314	\$ 55,336
Software	39,150	111,300	220,625	149,566
<b>Total</b>	<b>\$ 60,278</b>	<b>\$ 154,099</b>	<b>\$ 246,939</b>	<b>\$ 205,314</b>
<b>Ongoing Annual Cost</b>	<b>\$ 60,278</b>	<b>\$ 154,099</b>	<b>\$ 246,939</b>	<b>\$ 205,314</b>
<b>On-site Support (5 years)</b>	<b>\$ 450,000</b>			
<b>Total 5-Year Cost</b>	<b>\$ 1,600,101</b>	<b>\$ 2,720,103</b>	<b>\$ 2,782,756</b>	<b>\$ 2,950,120</b>
<b>Cost Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.

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**Attachment C: Scoring Summary from RFP Analysis**

Summary of Selection Committee Scoring Resulting from Phase 1 Evaluation of RFP															
Vendors		Evaluators												Total Points	Overall Rank
		County Clerk		Chief Deputy		Budget		Audit		Purchasing		IT			
		Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank		
Proposed Susceptible Vendors	LanData	76.3	1	71.2	1	76.0	1	57.3	1	69.7	1	80.0	1	430.6	1
	AmCad	68.8	2	82.3	2	70.5	2	50.4	3	81.0	4	78.0	2	391.0	2
Proposed Non- Susceptible Vendors	Bearing Point	67.3	3	69.6	7	66.2	3	48.7	4	63.9	3	71.0	3	377.6	3
	ACS	67.2	6	59.9	6	65.1	4	52.1	2	66.7	2	71.0	3	371.1	4
Fit Analysis Ranking (as reported by each vendor in their RFP response)															
Fit Analysis Ranking															
Vendors	Fit %	Rank													
AmCad	94%	1													
LanData	93%	2													
Bearing Point	91%	3													
ACS	91%	3													
		* Tie ranking													
		* Tie ranking													

*Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.*



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**Attachment D: Vendor Demonstration Script**

Item	Description	Time
1.	Vendor Setup	7:00 – 8:15
2.	Opening Remarks – County	8:30 – 8:45
3.	Company Overview <ul style="list-style-type: none"> <li>• Background</li> <li>• Experience in Recorder Solutions</li> <li>• Statutory Compliance</li> </ul>	8:45 – 9:00
4.	Official Public Records - Traditional <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Perform Steps 1-15 (refer to separate handout containing Official Public Records Demonstration Scripts)</li> <li>• Demonstrate escrow account management including adding to balance, paying with escrow funds, and creating invoices</li> <li>• Discuss Indexing Outsource Plan</li> <li>• Demonstrate Cashier Close Out Process</li> <li>• Discuss Mail Back Process</li> </ul>	9:00 – 10:10
5.	Official Public Records - eRecording <ul style="list-style-type: none"> <li>• Description of Workflow - including how outside companies will submit.</li> <li>• Simulate Level 1</li> <li>• Simulate Level 2</li> <li>• Simulate Level 3</li> </ul>	10:10 – 10:30
6.	Break	10:30 – 10:45
7.	Marriage <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Issue Traditional Application</li> <li>• Issue Application for Minor</li> <li>• Issue Application for Absent Applicant</li> <li>• Issue Declaration of Informal Marriage</li> <li>• File Marriage License</li> <li>• Issue Certified Copy</li> <li>• Produce Single Status</li> </ul>	10:45 – 11:00
8.	Birth <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Record Birth Certificate</li> <li>• Issue Certified Copy</li> <li>• Process Amendment or Expunge record and Lock Record</li> </ul>	11:00 – 11:20
9.	Death <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Record Death Certificate</li> <li>• Issue Certified Copy</li> <li>• Process Amendment or Expunge record and Lock Record</li> </ul>	11:20 – 11:40
10.	Other Records <ul style="list-style-type: none"> <li>• Assumed Names</li> <li>• DD214</li> <li>• Personal Property</li> </ul>	11:40 – 11:55

*Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.*

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11.	Lunch (Supplied by County)	11:55 - 12:40
12.	Public Research - Traditional <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Demo Public Search</li> <li>• Demo Staff Procedures to Process Requests</li> </ul>	12:40 - 1:00
13.	Public Research - Web <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Demo Web Search</li> <li>• Demo Staff Procedures to Process Requests</li> </ul>	1:00 - 1:20
14.	Miscellaneous <ul style="list-style-type: none"> <li>• On-line Help</li> <li>• Data Extraction for Public Requests</li> <li>• Workflow Tracking Tools</li> <li>• Reports <ul style="list-style-type: none"> <li>- Production Reports (Bring Samples)</li> <li>- End of Day Reports (Bring Samples)</li> <li>- End of Month Reports (Bring Samples)</li> <li>- End of Year Reports (Bring Samples)</li> <li>- Ad Hoc Reporting</li> </ul> </li> <li>• Application Security <ul style="list-style-type: none"> <li>- System Administration</li> <li>- Password Control</li> <li>- Establishing User Security Profiles</li> <li>- Fee Maintenance</li> <li>- Viewing Audit Trails and Transaction Logs</li> </ul> </li> <li>• Backfile Procedures/Capabilities</li> <li>• Discuss Process to Create Microfilm</li> <li>• Processing/Tracking Bad Checks</li> </ul>	1:20 - 1:50
15.	Implementation Approach/Timeline <ul style="list-style-type: none"> <li>• Data Conversion Services</li> <li>• Change Management</li> <li>• Project Management</li> <li>• Training</li> <li>• Customization</li> <li>• Testing</li> <li>• Implementation</li> <li>• Maintenance and Support</li> </ul>	1:50 - 2:30
16.	Break	2:30 - 2:45
17.	Technical Review	2:45 - 3:15
18.	Question and Answer related to the RFP and Demo	3:15 - 4:00
19.	Open to Public for Public Access Demo	4:00 - 5:00
20.	Breakdown Demo equipment	5:00

*Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.*

**CONFIDENTIAL** - Not for distribution.

Page 7 of 7

**Confidential – Not for Distribution****Attachment A: Summary of Rationale**

The following is a summary of the selection committee's rationale for vendor susceptibility recommendations. This information is not intended to be all inclusive, but rather highlights some major points of discussion. In addition, the points below are not listed in order of priority.

***Proposed Susceptible Vendors*****LanData**

- According to the vendor's RFP response, the system is in alignment with County's stated functional and technical requirements – representing a 93% fit. Following the vendor's full day software demonstration, the selection committee concurred that this is a true representation of the fit and that the system meets or exceeds this level. (Refer to Attachment D for the vendor demonstration script that all vendors were required to follow)
- System offers significant functionality above and beyond RFP requirements
- Lowest cost hardware, software and implementation services proposal (see Attachment B)
- Robust data extraction capabilities
- User-friendly, streamlined system with few exceptions
- Potential quick transition time and experience with aggressive implementations
- Proven ability to implement system in satellite offices, exceeding expectations and creating positive opportunities for Dallas County to pursue a similar arrangement
- Demonstrated commitment to the title industry and business model is in alignment with the County Clerk's goals
- Actively marketing adoption of eRecording to title companies
- Noteworthy references
- No major negative concerns

Result: Unanimous vote that LanData be rendered *susceptible* to continue in RFP process.

**AmCad**

- According to the vendor's RFP response, the system is in alignment with County's stated functional and technical requirements – representing a 94% fit. Following the vendor's full day software demonstration, the selection committee concurred that this is a true representation of the fit and that the system exceeds this level.
- User-friendly, streamlined system
- System offers significant functionality above and beyond RFP requirements
- "Can do" attitude with assurances that any modifications will be completed at no additional cost to the County
- The system is currently implemented in several large counties with transaction volumes exceeding 6,000 documents per day (note: in comparison, Dallas County's volumes exceed 2,500 documents per day).
- Detailed audit trail capabilities
- Higher eRecording volumes than other vendors representing proven experience in this area
- Low cost hardware, software and implementation services proposal (see Attachment B)
- Level of experience within the company
- Successful track record with large counties in multiple states
- No major negative concerns

Result: Unanimous vote that AmCad be rendered *susceptible* to continue in RFP process.

*Note: Observations and analysis presented in this document are based on information provided to the County through the vendors' RFP responses and software demonstrations.*

## Dallas County Clerk's Office

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### Vendor Presentation

### Detailed Demonstration Agenda and Instructions

**Vendor Instructions and Preparation:** Dallas County assumes that the vendor will have a fully functional system demonstration including at a minimum:

- Cashiering station with cash drawer
- Receipt printer
- Scanner
- Printer

Please coordinate with Linda Boles if this equipment needs to be shipped to the County in advance.

In addition, Dallas County will be utilizing the data provided on the CD with the RFP for the purposes of agenda items 12, 13 and 19. Each vendor should convert this information prior to the demonstration. The data can be found on the CD in a folder entitled "Exhibit 4 Sample Real Property File Layout." This folder contains a sample index and related images.

For Vital Statistics and other records, the vendor should provide their own test data.

Please note that each vendor is strictly limited to five personnel in attendance at the demonstration including the designated project manager.

At a minimum, each vendor should bring:

- All equipment necessary for a fully functional system demonstration
- A projector
- Sample reports (see agenda item #14)

**Agenda:**        7:00 a.m.-8:30 a.m. Vendor setup  
                      8:30 a.m. -5:00 p.m. Vendor demonstration  
                      5:00 p.m. -6:00 p.m. Breakdown equipment

**Location:** 509 Main Street, 2<sup>nd</sup> Floor Dallas County Clerk's Office

**Conference Room:** The conference room will be set up with several tables for the evaluation committee and two tables for the vendor's equipment. Electrical outlets are accessible in the room.

**Questions:** If you have questions or need any special arrangements, please contact Linda Boles at 214 653-6500 or via email at lboles@dallascounty.org.



# Vendor Demonstration Agenda

Item	Description	Time
1.	Vendor Setup	7:00 – 8:15
2.	Opening Remarks – County	8:30 – 8:45
3.	Company Overview <ul style="list-style-type: none"> <li>• Background</li> <li>• Experience in Recorder Solutions</li> <li>• Statutory Compliance</li> </ul>	8:45 – 9:00
4.	Official Public Records - Traditional <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Perform Steps 1-15 (see separate handout containing Official Public Records Demonstration Scripts)</li> <li>• Demonstrate escrow account management including adding to balance, paying with escrow funds, and creating invoices</li> <li>• Discuss Indexing Outsource Plan</li> <li>• Demonstrate Cashier Close Out Process</li> <li>• Discuss Mail Back Process</li> </ul>	9:00 – 10:10
5.	Official Public Records - eRecording <ul style="list-style-type: none"> <li>• Description of Workflow - including how outside companies will submit.</li> <li>• Simulate Level 1</li> <li>• Simulate Level 2</li> <li>• Simulate Level 3</li> </ul>	10:10 – 10:30
6.	Break	10:30 – 10:40
7.	Marriage <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Issue Traditional Application</li> <li>• Issue Application for Minor</li> <li>• Issue Application for Absent Applicant</li> <li>• Issue Declaration of Informal Marriage</li> <li>• File Marriage License</li> <li>• Issue Certified Copy</li> <li>• Produce Single Status</li> </ul>	10:40 – 11:00
8.	Birth <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Record Birth Certificate</li> <li>• Issue Certified Copy</li> <li>• Process Amendment or Expunge record and Lock Record</li> </ul>	11:00 – 11:20
9.	Death <ul style="list-style-type: none"> <li>• Description of Workflow</li> </ul>	11:20 – 11:40

SP

BP

← refer to previous Escrow payment  
- make payment

- Matt

- Cash Out + Receipt Summary

- Matt - outsource?

see SP

- have

add last based  
speculation

Amend with changes  
to Child Name

	<ul style="list-style-type: none"> <li>Record Death Certificate</li> <li>Issue Certified Copy</li> <li>Process Amendment or Expunge record and Lock Record</li> </ul>	
10.	Other Records <ul style="list-style-type: none"> <li>Assumed Names</li> <li>DD214</li> <li>Personal Property</li> </ul>	11:40 – 11:55
11.	Lunch (Supplied by County)	11:55 – 12:40
12.	Public Research - Traditional <ul style="list-style-type: none"> <li>Description of Workflow</li> <li>Demo Public Search</li> <li>Demo Staff Procedures to Process Requests</li> </ul>	12:40 – 1:00
13.	Public Research - Web <ul style="list-style-type: none"> <li>Description of Workflow</li> <li>Demo Web Search</li> <li>Demo Staff Procedures to Process Requests</li> </ul>	1:00 – 1:20
14.	Miscellaneous <ul style="list-style-type: none"> <li>On-line Help</li> <li>Data Extraction for Public Requests</li> <li>Workflow Tracking Tools - <i>pos-etc. - availability</i></li> <li>Reports               <ul style="list-style-type: none"> <li>Production Reports (Bring Samples)</li> <li>End of Day Reports (Bring Samples)</li> <li>End of Month Reports (Bring Samples)</li> <li>End of Year Reports (Bring Samples)</li> <li>Ad Hoc Reporting - <i>log no's</i></li> </ul> </li> <li>Application Security               <ul style="list-style-type: none"> <li>System Administration - <i>2. Comm.</i></li> <li>Password Control</li> <li>Establishing User Security Profiles</li> <li>Fee Maintenance</li> <li>Viewing Audit Trails and Transaction Logs</li> </ul> </li> <li>Backfile Procedures/Capabilities</li> <li>Discuss Process to Create Microfilm - <i>discuss data</i></li> <li>Processing/Tracking Bad Checks - <i>2.</i></li> </ul>	1:20 – 1:50  <i>to offsite indexing &amp; verification</i>  <i>off on line report</i> <i>Not Receipt Summary</i> <i>Monthly?</i>  <i>De-type, Sub-type &amp; indexing files</i>  <i>Fee item - copy</i> <i>De-type (Test)</i> <i>End of Day Report</i>
15.	Implementation Approach/Timeline <ul style="list-style-type: none"> <li>Data Conversion Services</li> <li>Change Management</li> <li>Project Management</li> <li>Training</li> <li>Customization</li> <li>Testing</li> </ul>	1:50 – 2:30

	<ul style="list-style-type: none"><li>• Implementation</li><li>• Maintenance and Support</li></ul>	
16.	Break	2:30 – 2:45
17.	Technical Review	2:45 – 3:15
18.	Question and Answer related to the RFP and Demo	3:15 – 4:00
19.	Open to Public for Public Access Demo	4:00 – 5:00
20.	Breakdown Demo equipment	5:00

}

## RFP# 2004-064-1485

## Recording, Indexing &amp; Imaging System for the County Clerk's Office

## Official Public Records Demonstration Scripts

**Introduction:** The following steps should be used to demonstrate recording Official Public Record documents. Steps 1-12 illustrate the filing of Official Public Records documents under different scenarios and Steps 13-15 are designed to demonstrate the vendor's scanning, indexing and verifying functionality for the records that were recorded during Steps 1-12. Dallas County will provide the vendor with sample documents to record during the vendor demonstration.

1. **Description:** The purpose of this transaction is to demonstrate the ease of recording a document. In this exercise you will file and record one document (provided by Dallas County).

**Key Issues:**

- Calculate the fee and accept the payment with a check.
- Assign instrument number, file date and time.
- Issue receipt and print multiple copies of the receipt for review by committee.
- Affix statutory stamps.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
1	OPR	Deed	3		Mail	Check

2. **Description:** The purpose of this transaction is to demonstrate recording a document received "over the counter" with instant return and a certified copy.

**Key Issues:**

- Calculate the fee and accept the payment with a cash and issue change.
- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.
- Scan document.
- Produce certified copy.
- Return original and certified copy to customer.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
2	OPR	Deed	5		Over the Counter	
2	Copy	Certified	5			Cash with Change

3. **Description:** The purpose of this transaction is to demonstrate recording a document and collecting fees via credit card. In this exercise, assume the deputy clerk obtains a credit card approval code from a standalone credit card processing unit.

**Key Issues:**

- Calculate the fee and accept the payment with a credit card.

RFP# 2004-064-1485

## Recording, Indexing &amp; Imaging System for the County Clerk's Office

## Official Public Records Demonstration Scripts

- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
3	OPR	Deed of Trust	15		Over the Counter	Credit Card

4. **Description:** The purpose of this transaction is to demonstrate recording a document and collecting fees via Escrow Payment and email an electronic "recorder's receipt" to the filer. The County Clerk plans to discontinue the use of Title Company recorder's receipts to save time. The email should contain appropriate information for the filer to identify the document by their identification number and filing information from the county

**Key Issues:**

- Calculate the fee and accept the payment with an escrow account.
- Enter GF Number or other document identifier provided by the filer.
- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.
- Create email.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
4	OPR	Deed of Trust	20	GF 11111	Title	
4	OPR	Deed	5	GF 11111		
4	OPR	Assignment A-	5	GF 22222		Escrow

5. **Description:** The purpose of this transaction is to demonstrate recording a document and collecting fees via LegalEase. In this exercise, assume the deputy clerk obtains the LegalEase approval code from a standalone processing unit.

**Key Issues:**

- Calculate the fee and accept the payment with a credit card.
- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
5	OPR	Deed of Trust	12		Title	LegalEase



RFP# 2004-064-1485

Recording, Indexing & Imaging System for the County Clerk's Office

Official Public Records Demonstration Scripts

6. **Description:** The purpose of this transaction is to demonstrate suspending a transaction.

**Key Issues:**

- Suspend a transaction in progress.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
6	OPR	Release	4		Mail	
6	OPR	Judgment	5			
6	OPR	Agreement	6			
6				Suspend		

7. **Description:** The purpose of this transaction is to demonstrate recording a document with no fee.

**Key Issues:**

- Calculate the fee and cashier the transaction as "No Fee"
- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
7	OPR	Deed	3		Mail	NO FEE

8. **Description:** The purpose of this transaction is to demonstrate recording a plat document.

**Key Issues:**

- Calculate the fee and accept payment with check.
- Assign instrument number, file date and time.
- Issue receipt.
- Affix statutory stamps.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
8	OPR	Plat	2		Over the Counter	Cash

9. **Description:** The purpose of this transaction is to demonstrate how to resume a suspended transaction.

**Key Issues:**

- Resume previously suspended transaction.
- Insert a document after the first entry.
- Calculate the fee and accept payment with check with overage.
- Assign instrument number, file date and time.

Recording, Indexing & Imaging System for the County Clerk's Office

Official Public Records Demonstration Scripts

- Issue receipt.
- Affix statutory stamps.

*- Refunds - tracked & maintained permanently in system  
we can track & document dates etc*

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
9	OPR	Notice	4		Mail	Check with overage

*D. J. W.*

10. **Description:** The purpose of this transaction is to demonstrate how to process a rejected document.

**Key Issues:**

- Process a rejected document.
- Create rejection letter.

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
10	OPR	Contract	4		Mail	Check

11. **Description:** The purpose of this transaction is to demonstrate how to void a transaction.

**Key Issues:**

- Security.
- Voiding a document and receipt.

*Doc. "Document Cancellation"  
- Show "Void" Transaction*

*The 2. 5  
to "Reject"  
Rm. ITS*

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
11				Void 1 <sup>st</sup> transaction		

12. **Description:** The purpose of this transaction is to demonstrate how to adjust a transaction.

**Key Issues:**

- Security.
- Adjusting a receipt.

*Rac in  
into the  
machine*

Transaction Number	Service	Document Type	Number of Pages	Other Information	Customer Type	Payment
12				Change payment type to "check" for transaction # 8		

*Rac log in as walker, walk*

RFP# 2004-064-1485

Recording, Indexing & Imaging System for the County Clerk's Office

Official Public Records Demonstration Scripts

13. **Description:** Demonstrate scanning the documents processed above.  
**Instructions:** Scan the above documents using the bar code placed on the documents in a batch.

14. **Description:** *Before that check how some things are* Demonstrate the process of indexing the documents processed above.  
**Instructions:** Index a few documents. Include in this exercise the following:
- No redundant data entry.
  - Quick keys to aid in indexing including copying names from previously indexed documents and the use of common names.

Ctrl-F  
Search  
Enter  
Enter

15. **Description:** Demonstrate the process of verifying the indexed records.  
**Instructions:** Verify the documents just indexed using the re-key method. Include in this exercise the following:
- How the verifier is notified of a discrepancy.

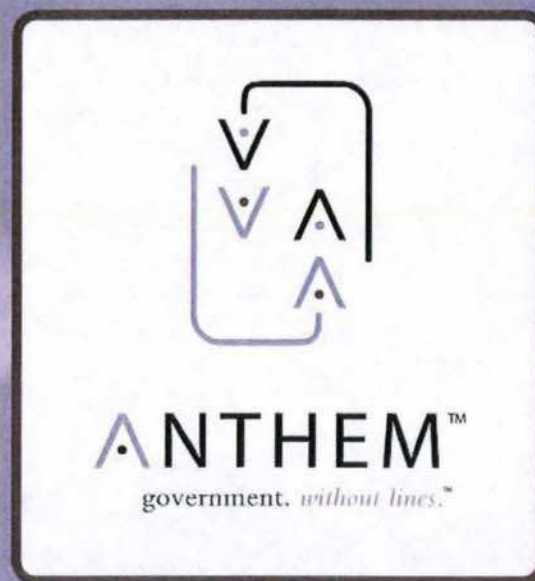
Ctrl-F  
027475  
ASTL Exam  
or AL

- Some back up  
Move to next machine  
He was

Educational  
Business  
- Little Companies  
- attorneys

63

# Anthem Screen Shots







## Cashiering – Land Records

- Fully integrated within Anthem platform
- Captures customer and payment information
- Supports multiple payment types
  - Cash, checks, Escrow/Voucher accounts
  - No fee
  - Overage – refund/surplus
- Permanent retention of receipt and revenue information



## Other Fees

**Enter Other Fee Items**

Document Type:

Service Code:

Fee Items:

Name:	<input type="text" value="1"/>
Add Titles:	<input type="text"/>
Addt. References:	<input type="text"/>
Wrong Size Pages:	<input type="text"/>
Box:	<input type="text"/>

Fee:






## Endorse Checks

**Endorse Checks**

Date Received: 06/03/2004    Rec. # 28363

Seq #	Check #	Amount
 1	75206	\$11.00



## Print Labels

**Print Labels**

Date Received	06/03/2004	Receipt Number	28363	Recording Fee	
Reference #		Transaction Type	# Pages		Document Tax
1	2003131492	WARRANTY DEED	2	\$11.00	\$0.00

Print Labels For All Documents

Print Labels for Select~~e~~d Doc

Print Labels for Selected without Tax

Print Mail Labels For All Documents

Print Mail Label for Selected Doc

Close





## Recording – Land Records

- Auto calculate fees
- Allot fee to revenue center
- Copy features eliminate duplicate entries

Document Reception Batch # 39837

TYPE	GE # / SERVICE	Document	PAGES	Other Fees	Tax Amount	Index Detail	EL PG/ QTY	FEE
1	RECORDING	DEED	2	0.00	.00		NO	11.00
2	RECORDING	WARRANTY DEED	3	0.00	.00		NO	16.00

**Revenue Detail**

Doc Type: WARRANTY DEED

# Pages: 3 Consideration: 0

Account	Amount
RECEPTION	\$15.00
COUNTY ELECTRONIC FILING	\$0.50
DUE TO ST GOV'T-ELEC FILING	\$0.50
TRANSFER TAX - COUNTY	\$0.00
TRANSFER TAX - STATE	\$0.00
<b>Total:</b>	<b>\$16.00</b>

OK

**TOTAL : \$27.00**





## Recording – Land Records

- Print & store rejection letters
- Batch recording & reserve instrument #'s
- Save & retrieve batches in progress

**New Rejection Letter**

Type: OPR Rejection Letter Letter #:

Instrument #:

Returnee:

Address:

City/ST/ZIP:

Mail Date: 00/00/0000

Remarks:

Created By:

Last updated:

☐ No State Document Fee

☐ Fees Not Enclosed

☐ No Signature on Check

☐ Incorrect Fees

☐ Property Not Located in Douglas

☐ State Document Fee Incorrect: appears on a document, a doc fee (\$ .10 per \$1000.00)

☐ Check Not Payable to Douglas County

☐ Margin Requirements not met (1 and bottom)

☐ Not UCC Standard Form

☐ UCC Wrong Fee

☐ Other:

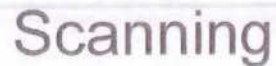
☐ Effective 09/01/2002 \$1.00 per

**Suspend Batch**

Number of Documents:

User ID:

Remarks:



- RECEIVED FEB 19 2004**
- REC'D MAR 19 2004**
- Page 1**
- Page 2**
- RECORDED CERTIFICATION**  
BERRIEN COUNTY, MICHIGAN  
04/18/2004 12:40:07 PM  
INSTRUMENT TYPE WD FEE \$11.00 2 Pages  
INSTRUMENT NUMBER/BOOK & PAGE  
2003131455  
Lon Jarvis, REGISTER OF DEEDS
- CERTIFICATION DOES NOT REFLECT POSSIBLE HOMESTEAD DEMAND.**
- WARRANTY DEED**
- The GRANTOR, HEAPS & HEAPS, LLC, a Michigan Limited Liability Company, whose address is 2687 Niles Road, St Joseph, Michigan 49085, DOES CONVEY AND WARRANT TO THE GRANTEE, JOHN WELLS and CAREY WELLS, husband and wife, as tenants by the entireties, whose address is 3862 Washington Avenue, Stevensville, Michigan 49127, the following described Premises in the Township of Lincoln, Berrien County, Michigan:
- 11-12-5900-0002-000-2**
- Subject to existing highways, easements, rights of way, and building and use restrictions of record Subject to the Notice contained in Attachment A
- For the sum of ONE HUNDRED DOLLARS (\$100.00) and other good and valuable consideration
- Dated February 6, 2004
- HEAPS & HEAPS, LLC
- By Paul J Heaps, Member
- By Rebecca Heaps, Member
- \*\*RE-CORRECT TO CORRECT GRANTEE'S NAMES\*\*
- State of Michigan )  
County of Berrien ) SS
- The foregoing instrument was acknowledged before me this 6 day of February 2004, by Paul J Heaps and Rebecca Heaps, Members of HEAPS & HEAPS, LLC, a Michigan Limited Liability Company, to me known to be the same people described in and who executed the within instrument, and who acknowledged the same on behalf of said Limited Liability Company.
- LESA BEEM, NOTARY PUBLIC  
A RESIDENT OF VAN BUREN COUNTY, MI  
ACTING IN BERRIEN COUNTY, MI  
MY COMMISSION EXPIRES: 3-15-2008
- Notary Public, Berrien County, Michigan  
My Commission Expires
- Drafted by David M Peterson II, Esq., Dewane, Peterson, McMahon & Cullitan, PLC, 811 Ship St., P.O. Box 27,  
St. Joseph, MI 49085-2600 (not present at signing)





## Image Magnifier & Thumbnail Views

OPR 2003131401 Page 1 of 2

2002035552 2  
Electronically Recorded  
02/07/487-JR  
Official Public Records

**GENERAL WARRANTY DEED**

2004 Apr 05 05:56 PM **200313**  
Fee: \$ 11

**DATE:** SEPTEMBER 18 2002  
S2002e Henderson  
Tarrant County Texas  
Register: ACS

**GRANTOR:** MARY GILMAR

**GRANTOR'S MAILING ADDRESS:** 117 Midland Dr  
(including County) Graniteville, SC 29829  
Aiken (County)

**GRANTEE:** TIFFANY

**GRANTEE'S MAILING ADDRESS:** P O Box 44  
(including county) Bridge City, Texas 77611  
(Orange County)

**CONSIDERATION:** Ten and No/100 Dollars (\$10.00) and other good and val  
consideration, the receipt and sufficiency of which is her  
acknowledged.

**PROPERTY:**  
Lots Numbered Five (5) and Six (6), in Block No. Five (5), of PORT ACRES 1  
ADDITION, Jefferson County, Texas, according to the map or plat of record in  
page 63 Map Records in the office of the County Clerk of said County and Stat

**RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WAR**  
All those of record, and easements, rights-of-way and prescriptive rights, whet  
record or not, all presently recorded instruments that affect the property; taxes not yet  
payable; the payment of which Grantee assumes, and subsequent assessments for that

2003131401



## Indexing/Verification

- Default fields
- Pull-down menus
- Shortcut and copy keys
- Optional Anthem Auto-Indexing

Index Ver	Add	Ins
Index Del	Delete	Alt+Del
Instr	Insert Sequence	Ctrl+S
Docum	Delete Sequence	Ctrl+D
B	Update	F3
	Go to Cross Reference Tab	Alt+J
	Switch Tab	Ctrl+T
	Pick List	Ctrl+L
	Repeat Returnee	F2
	Repeat Legal	F4
	Repeat Grantors	F5
	Repeat Grantees	F6
	Repeat Cross References	Ctrl+F
	Grantee Prev. Doc as Grantors	F7
	Grantor Prev. Doc as Grantees	F8
	Switch Grantors and Grantees	Ctrl+F9
	Copy Grantors as Grantee	F9
	Grantor as Returnee	
	Grantee as Returnee	Ctrl+E
	Copy Grantors and Grantees From Prev. Document	
	Remarks	
	Repeat Legal from Parent	Ctrl+F4
	Repeat Grantors From Parent	Ctrl+F5
	Repeat Grantees From Parent	Ctrl+F6
	Copy Grantees From Parent as Grantors	Ctrl+F7
	Copy Grantors From Parent as Grantees	Ctrl+F8
	✓ Overwrite Names	Ctrl+K
	Copy All Information	Ctrl+A
	More Names	Ctrl+M
	Populate Combined Names	Alt+B
	Cross Reference to Previous Document	Ctrl+J

Page 1 of 1

Recording Requested By  
Principal Residential Mortgage, Inc.  
When Recorded Return To

Principal Residential Mortgage  
ATTN: RELEASE, H1 711 High Street  
Des Moines IA 50392-0665

RELEASE OF LIEB  
HIS 1527-131-1587-7 Texas Taxes

KNOW ALL MEN BY THESE PRESENTS that, for value received, MORTGAGE ELECTRONIC SYSTEMS, INC. owner of the beneficial interest under a certain Deed of Trust, whose terms, a information are herein, does hereby acknowledge that it has received full payment and satisfied in consideration thereof, does hereby release, without warranty, in the person or persons legs the estate, life and interest now held by it under said Deed of Trust in Travis County State of T

Original Borrower: KYLE L REY AND YVONNE M REY, HUSBAND AND WIFE  
Original Beneficiary: ANTRUST MORTGAGE CORPORATION  
Dated: 05/16/2003 Recorded: 07/14/2003 as Instrument No. 200315865

Legal Description: As Referenced on Original Recorded Document

Property Address: 17629 DANDWORTH DRIVE, PFLUGERVILLE, TX 78660

IN WITNESS WHEREOF, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. whose RELEASE, H1 711 HIGH STREET, DES MOINES, IA 50392-0665, by the official duty authorize the foregoing instrument

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC.  
On March 15th, 2004

S. K. OLSON Assistant Secretary

STATE OF Iowa  
COUNTY OF Polk

On March 15th, 2004, before me, S. REESE, a Notary Public in and for Polk in the State of Iowa appeared S. K. OLSON, Assistant Secretary personally known to me for private to me on the b evidenced to be the person(s) whose name(s) were subscribed to the within instrument; and ask that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the or

WITNESS my hand and official seal.

S. REESE  
Notary Expires: 05/14/2008 #772452

S. REESE  
Commission Expires  
May 14, 2008

NOTARIZED BY S. K. OLSON ON 03/15/04 AT PFLUGERVILLE, IOWA. INSTRUMENT NO. 200315865, INSTR. NO. 200315865

FILED AND RECORDED





## Search

- Flexible search criteria options
  - Combine name, date and legal description criteria
- Pick lists available for document types and legal types

**Search OPR Index**

☐ OPR ☒ Marriage ☐ UCC

**General**

Grantor:  Role:

Grantee:  Role:

Date Filed From:  To:

Inst. # From:  To:

Liber:  Page:

Document Type:

ABANDONMENT(BANKRUPTCY)  
ACCEPTANCE  
ACCESS RIGHTS DEED  
ACKNOWLEDGEMENT

**Subdivisions**

Subdivision:  Lot:  Block:

**Condominiums**

Condominium:

Phase:  Building:  Unit:  Lot:  Block:

**Surveys**

Survey Name:

**Free Form**

Freeform:

Permanent Index From 01/01/1983 To 02/2 Temporary Index From 02/27/2004 To 06/0 Images From 04/01/1999

To search by Name enter the name as Last Name, First Name ex. Smith, John



- | OPR Index Search : Result        |                   |   |            |                               |                                     |                |                     |                |               |
|----------------------------------|-------------------|---|------------|-------------------------------|-------------------------------------|----------------|---------------------|----------------|---------------|
| OPR Index Search                 |                   | Filed Date Between 2/1/2004 and 5/31/2004 |            |                               |                                     |                |                     |                |               |
|                                  | Instrument Number | Liber / Page                              | Date Filed | Document Type                 | Grantor                             | Other Grantors | Grantee             | Other Grantees |               |
| 1                                | 2003131395        | /   | 04/05/2004 | AAGR                          |                                     |                |                     |                |               |
| 2                                | 2003131396        | /   | 04/05/2004 | WD                            |                                     |                |                     |                |               |
| 3                                | 2003131397        | /   | 04/05/2004 | DEED                          | GILMARTIN MARY                      |                | LEMOINE TIFFANY     |                |               |
| 4                                | 2003131398        | /   | 04/05/2004 | DEED                          |                                     |                |                     |                |               |
| 5                                | 2003131399        | /   | 04/05/2004 | DCLIEN                        |                                     |                |                     |                |               |
| 6                                | 2003131400        | /   | 04/05/2004 | DEED                          | GILMARTIN MARY                      |                | LEMOINE TIFFANY     |                |               |
| 7                                | 2003131401        | /   | 04/05/2004 | DEED                          | GILMARTIN MARY                      |                | LEMOINE TIFFANY     |                |               |
| 8                                | 2003131402        | /   | 04/05/2004 | DEED                          | BY PAYABLE LONG BEACH MORTGAGE      |                | COOPER ROOSEVELT JR |                | ✓             |
| 9                                | 2003131403        | /   | 04/05/2004 | REL                           | UNION RANDOLPHBROOKS FEDERAL CREDIT |                | EUBANKS CARRIE H    |                | ✓             |
| 10                               | 2003131404        | /   | 04/06/2004 | DEED                          | GILMARTIN MARY                      |                | LEMOINE TIFFANY     |                |               |
| 11                               | 2003131405        | /   | 04/06/2004 | DEED                          | GILMARTIN MARY                      |                | LEMOINE TIFFANY     |                |               |
| 12                               | 2003131406        | /   | 04/06/2004 | WD                            | LAST FIRST                          |                | LAST FIRST          |                |               |
| 13                               | 2003131407        | /   | 04/06/2004 | ACCEPT                        | LAST NAME FIRST                     |                | LAST NAME FIRST     |                |               |
| THERE ARE MORE RESULTS TO REVIEW |                   |   |            |                               |                                     |                |                     |                |               |
| Grantors 1                       | UNION             |   |            | RANDOLPHBROOKS FEDERAL CREDIT |                                     |                |                     |                |               |
| Grantees 1                       | EUBANKS           |   |            | CARRIE H                      | 1                                   | 2003131402     | 0                   |                | DEED Internal |
| 2                                | EUBANKS           |   |            | LEE                           |                                     |                |                     |                |               |





## eRecording Image Quality Assurance (IQA)

- Empowers the Office to verify quality before accepting it
- View image and data
- Accept or Reject document before recording
- Optional indexing/ verification
- Integrates with Automated Indexing

**SAGINAW COUNTY**

File Image Window Help

Recording New Batch Return Cancel New Lot New Lot Indexing Search Erase/Save Batch/Save Auto Report Mailed Print/Save Attach User CM/Print Recording Help Exit

Add Delete Assign Reject Fee Date Problem Mail Process Print Out Close

**Document Detail # 1 Type DEED**

1 Type: **SUBDIVISION**

Subdivision: \_\_\_\_\_

File #: \_\_\_\_\_

Lot From: \_\_\_\_\_ Lot To: \_\_\_\_\_ Block: \_\_\_\_\_

Remarks: \_\_\_\_\_

**GRANTOR**

	Last Name	First Name	Role/Status
1	CHENEY	ROBERT L	

**GRANTEE**

	Last Name	First Name	Role/Status
1	CHENEY	ROBERT L	
2	CHENEY	BRONWEN P	

Return Code: ☒ Label ☐ Pre Addressed

Returnee Name: **GIUSEPPE FERRIGNO**

Address: **1208 SUTTER CREEK TRL**  
**AUSTIN TX 78717**

Referenced # Title # Book Type Book Page Document Type Reference Type

1 \_\_\_\_\_ Internal

**GRANT DEED**

DOCUMENTARY TRANSFER TAX \$ **871.00**

PROPERTY TAX \$ **0.00**

STATEMENT OF TAXES \$ **0.00**

GRANTOR: **Robert L. Cheney**

GRANTEE: **Robert L. Cheney and Bronwen P. Cheney**

WITNESSES: **Giuseppe Ferrigno and Bronwen P. Cheney**

NOTARIAL: **Michael J. Cheney**

DATE: **06/15/2001**

TIME: **10:00 AM**

LOCATION: **1208 SUTTER CREEK TRL, AUSTIN, TX 78717**

RECORDING FEE: **\$871.00**

PROPERTY TAX: **\$0.00**

STATEMENT OF TAXES: **\$0.00**

GRANTOR'S SIGNATURE: **Robert L. Cheney**

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DATE:



# eRecording Queue Administration

- Monitor status of eRecorded documents
- Search by status & date
- Print reports

Submitted Date between 04/05/2004 and 04/05/2004					
eRecording Batches			Submitted Date between 04/05/2004 and 04/05/2004		06/08/2004 10:25 AM Page 1 of 2
Batch #	Submission Date	# Documents	Submitter	Status	Recorded Date
39715	04/05/2004 05:51:15 PM	1	ALICE	COMPLETED WITH ERRORS	
39716	04/05/2004 05:51:20 PM	1	ALICE	COMPLETED WITH ERRORS	
39717	04/05/2004 05:52:42 PM	1	ALICE	COMPLETED WITH ERRORS	
39718	04/05/2004 05:52:47 PM	1	ALICE	COMPLETED SUCCESSFULLY	04/05/2004 05:56:49 PM
39719	04/05/2004 05:56:10 PM	1	ALICE	COMPLETED WITH ERRORS	
39720	04/05/2004 05:56:14 PM	1	ALICE	COMPLETED SUCCESSFULLY	04/05/2004 05:56:16 PM
39723	04/05/2004 07:02:09 PM	1	ALICE	COMPLETED SUCCESSFULLY	04/06/2004 08:00:01 AM
39724	04/05/2004 07:03:09 PM	1	ALICE	COMPLETED SUCCESSFULLY	04/06/2004 08:00:07 AM
39725	04/05/2004 07:05:09 PM	1	ALICE	COMPLETED WITH ERRORS	
		# Items Not Completed	# Batches	# Documents	
			0	0	
		# Items Completed Successfully	4	4	
		# Items Completed with Errors	9	9	
		Totals:	13	13	
Batch #: 39718 Submission Date: 04/05/2004 05:52:47 PM					
Status: COMPLETED SUCCESSFULLY					
Submitter: ALICE					
Address: 316 WILCOX CASTLE ROCK CO 80104 3036883045					
Phone No: 14					
Email Address: c:\eRecording\xml\04052004\39718.xml					
Account Number: NON SEQUENTIAL					
4/5/2004 17:56:49					
#	Document Type	# PGS	Document Status	Fee	GF #
1	DEED	2	REVIEWED AND ACCEPTED	\$11.00	200
Total				\$11.00	





# eRecording

Submitted Date between 05/01/2004 and 06/03/2004

eRecording Batches

Submitted Date between 05/01/2004 and 06/03/2004

06/03/2004 03:56 PM  
Page 1 of 1

Batch #	Submission Date	# Documents	Submitter	Status	Recorded Date
39819	05/17/2004 02:36:30 PM	1	ALICE	COMPLETED SUCCESSFULLY	05/17/2004 02:36:38 PM

# Items Not Completed

# Items Completed Successfully

# Items Completed with Errors

Totals:

# Batches

0

1

0

1

# Documents

0

1

0

1

Batch #: 39819

Submission Date: 05/17/2004 02:36:30 PM

Status: COMPLETED SUCCESSFULLY

Submitter: ALICE

Address: 316 WILCOX CASTLE ROCK CO 80104  
3036883045

Phone No: 14

Email Address: C:\eRecording\xml\05172004\39819.xml

Account Number: NON SEQUENTIAL  
5/17/2004

#	Document Type	# PGS	Document Status	Fee	GF #	Rev
1	DEED	2	REVIEWED AND ACCEPTED	\$871.00		200
Total				1871.00		



## Marriage – Add New License

- Follows State mandated format for printed application
- Integrated financial tools
  - Fees automatically calculated
  - Receipts issued

Ceremony: <b>RELIGIOUS</b>		Application Date: <b>04/03/2004</b>		License No.: <b>11939</b>		Recorded No.:	
SSN	First	Middle	Last	Suffix			
569879337	MICHAEL	LANNY	SCHLANGE				
Address		City		State	Zip		
154 WILLOW PL S		BROOMFIELD		CO	80020		
Date of Birth	Age	Proof of Age	Place of Birth (City)	State			
01/29/1971	33	DRIVERS LICENSE	DENVER	CO			
Marital Status		Date		Type of Court	Place		
SINGLE		00/00/0000					
Father:		First	Middle	Last	City & State Where Reside		
LANNY				SCHLANGE	AURORA CO		
Mother:		CAROLYN		SCHLANGE	BROOMFIELD CO		
Guardian:							
SSN	First	Middle	Last	Former Name			
521157341	ANNIE	ELIZABETH	O BRIEN	O BRIEN			
Address		City		State	Zip		
10732 N CHATFIELD DR		LITTLETON		CO	80125		
Date of Birth	Age	Proof of Age	Place of Birth (City)	State			
12/05/1975	28	DRIVERS LICENSE	DENVER	CO			
Marital Status		Date		Type of Court	Place		
SINGLE		00/00/0000					
Father:		First	Middle	Last	City & State Where Reside		
ROBERT			WILSON	O BRIEN	LITTLETON CO		
Mother:		KARLENE	ANNIE	NELSEN O BRIEN	LITTLETON CO		
Guardian:							
Are Parties Related?:		How?:		Date of Marriage:		00/00/0000	
County of Marriage:				Officiant Title:			
City of Marriage:				State of Marriage:		CO	Backfiled: <input type="checkbox"/>





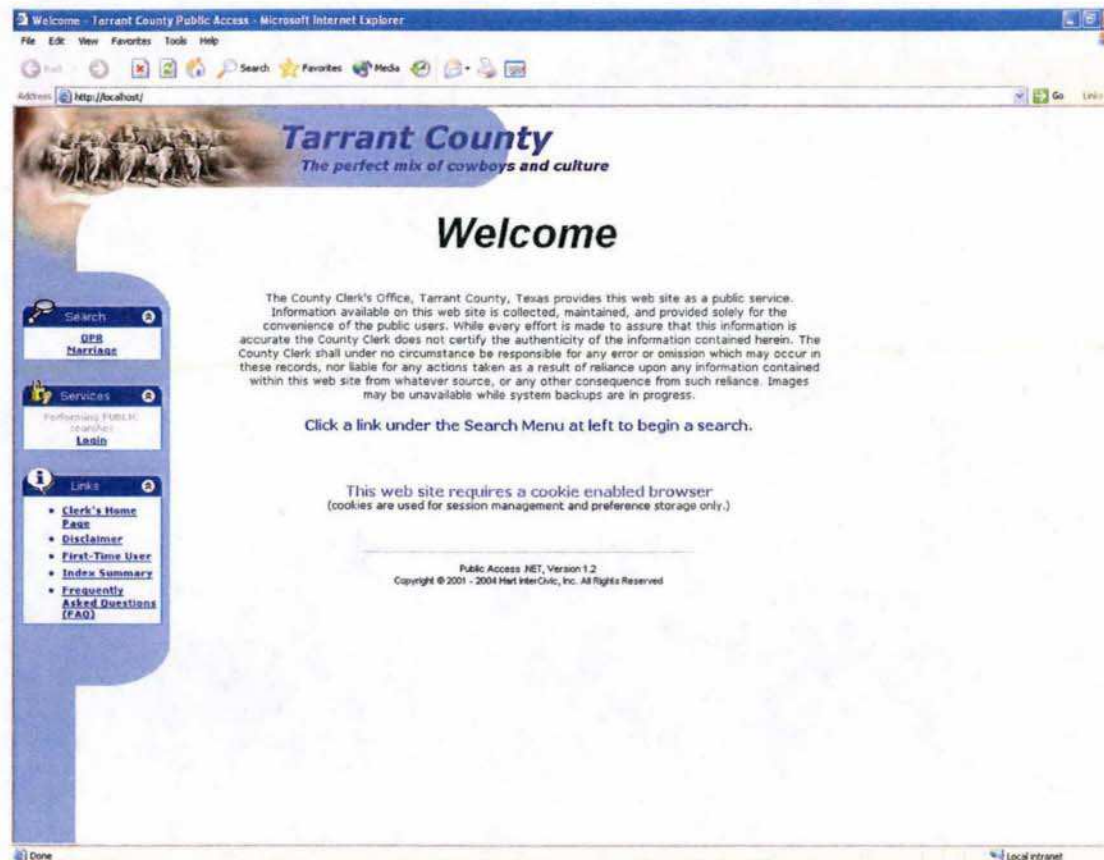
## Birth & Death Certificates - Entry

- Provides batch entry to speed processing of birth and death records



## Public Research

- Consistent user interface between Intranet/Internet
- Easy to navigate
  - Collapsible menu bars
- Search
  - OPR
  - Marriage
  - Others as defined by county







# Public Research Search



## Official Public Records - Search

Actions Help

**Search**

[DPR Marriage](#)

**Services**

Performing PUBLIC searches

[Login](#)

**Links**

- [Clerk's Home Page](#)
- [Disclaimer](#)
- [First-Time User](#)
- [Index Summary](#)
- [Frequently Asked Questions \(FAQ\)](#)

Grantor:  (Lastname Firstname)

Grantee:  (Lastname Firstname)

Date Filed From:  To:  (mm/dd/yyyy)

Instrument# From:  To:

Book:  Page:

Document Type:  Select a Type

Public Access - NET, Version 1.2  
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# Public Research Search Results









**Tarrant County**

*The perfect mix of cowboys and culture*

## Official Public Records - Results

Criteria: Date Received between '05/01/2004' and '06/01/2004'  
Showing Records 1 through 5 (5 records found as of 6/8/2004 10:29:04 AM)

Actions	Print	Help												
	Instrument Number	MS	Book	Page	Date Received	Document Type	Grantor	Grantee	Legal Description	Status	Image	Buy		
	2003131487	0	1223	31	05/07/2004	WARRANTY DEED	BLOCK MELVIN H	COOPER ROOSEVELT JR	FORTY SIX 46 AVERILL ADDITION LOT NUMBER BLK NUMBER	Temp				
	2003131488	0			05/17/2004	DEED	SMITH ROBERT L	SMITH ROBERT L (+)	SBD THE MEADOWS; BLK 11; LT 45	Temp				
	2003131488	1			05/17/2004	ADMINISTRATOR'S DEED	SMITH ROBERT L	SMITH ROBERT L (+)	SBD THE MEADOWS; BLK 11; LT 45	Temp				
	2003131489	0	1223	33	05/24/2004	WARRANTY DEED				Temp				
	2003131490	0	1223	35	05/25/2004	WARRANTY DEED				Temp				

Criteria: Date Received between '05/01/2004' and '06/01/2004'  
Showing Records 1 through 5 (5 records found as of 6/8/2004 10:29:04 AM)

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Search

OPR Marriage

Services

Performing PUBLIC searches

Login


Links

- [Clerk's Home Page](#)
- [Disclaimer](#)
- [First-Time User](#)
- [Index Summary](#)
- [Frequently Asked Questions \(FAQ\)](#)





## Public Research – Image & Index Detail



### Official Public Record - Details

Actions

Image

Print

Help

General

Legal Description

Related Documents

Document Detail

Instrument Number: 2002067993

Multi Seq: 0

Date Received: 07/15/2002 07:37:26 AM

Document Date:

Document Type: POWER OF ATTORNEY

Book: 1209

Page: 1

Image:

Buy:

Grantors

SMITH DELVA S

Grantees

CULBERTSON JACKIE L

Returnee

Name: DELVA SMITH

Address: 1672 S BALSAM CT

City: State: Zip: LAVERGNE, CO 80722

Page 1 of 5



# Automated Indexing Auto-Populate Fields

Index Expansion 2003131413 Seq 0

Index Detail Legal Descriptions Cross References

Instrument Number: 2003131413 Date Received: 04/06/2004 06:00 PM

No Pages: 2 File Page: NO Consideration: \$0.00 Backfiled:

Document Type: DEED DEED

Book Type: Book: Page: Index Status: Indexed

GF #: TD1000 Filed: Index Type: Temporary

**GRANTOR**

	Last Name	First Name	Role/Status
1	GILMARTIN	MARY	

**GRANTEE**

	Last Name	First Name	Role/Status
1	LEMOINE	TIFFANY	

1 Type: SUBDIVISION

Subdivision: PONDEROSA SUMMIT

File #: Lot From: NUMBERED Lot To: Block: NO

Remarks:

Referenced Instrument #	Multi Seq	Book Type	Book	Page	Document Type	Ref. Type
1						Internal

1 Label Preaddressed Return Date:

Returnee Name:

Address 1: D

Address 2:

City: State: Zip:

OPR 2003131413 Page 1 of 2

2002035552

02007487-JR

**GENERAL WARRANTY DEED**

DATE: SEPTEMBER 18, 2002

GRANTOR: MARY GILMARTIN

GRANTOR'S MAILING ADDRESS: 117 Midland Drive  
(including County) Graniteville, South Carolina 29829  
Aiken County

GRANTEE: TIFFANY LEMOINE

GRANTEE'S MAILING ADDRESS: P O Box 44  
(including county) Bridge City, Texas 77611  
(Orange County)

CONSIDERATION: Ten and No/100 Dollars (\$10.00) and other good and consideration, the receipt and sufficiency of which is acknowledged.

PROPERTY: Lots Numbered Five (5) and Six (6), in Block No. Five (5), of PORT ACR ADDITION, Jefferson County, Texas, according to the map or plat of record page 63 Map Records in the office of the County Clerk of said County and

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND W All those of record, and easements, rights-of-way and prescriptive rights, record or not, all presently recorded instruments that affect the property; taxes not payable; the payment of which Grantee assumes, and subsequent assessments for





# Automated Indexing Flexible Correction Options

- Type in correction
- Rubberbanding
  - No hand keying
  - Move large amounts of text
- Hot keys

Index Detail Legal Descriptions Cross References

Instrument Number: 2003131495 Date Received: 06/07/2004 02:25 PM

No Pages: 2 File Page: NO Consideration: \$100,000.00 Backfiled:

Document Type: DEED DEED

Book Type: NONE Book: Page: Index Status: Received

GF #: TD1000 Filed: Index Type: Temporary

**GRANTOR**

	Last Name	First Name	Role/Status
1	CHENEY	ROBERT L	

**GRANTEE**

	Last Name	First Name	Role/Status
1	CHENEY	ROBERT L	
2	CHENEY	BRONWEN P	

1 Type: SUBDIVISION

Subdivision:

File #: Lot From: Lot To: Block:

Remarks:

Referenced Instrument #	Multi Seq	Book	Page	Document Type	Ref. Type
1					Internal

1 Label Preaddressed Return Date:

Returnee Name: GIUSEPPE FERRIGNO

Address 1: 1208 SUTTER CREEK TRL

Address 2:

City: AUSTIN State: TX Zip: 78717

Page 1

Page 2

Page 3

Official Public Record

2004 JUN 07 02:25 PM

Fee \$ 11

COUNTY CLERK  
BERNARD COUNTY  
Summer ACS

**GRANT DEED**

DOCUMENTARY TRANSFER TAX \$

☐ computed on full value of property

☐ computed on full value less fees and

☐ percentage of gross sale

Signature of Grantor or Agent: Robert L. Cheney

FOR NO CONSIDERATION, receipt of which is acknowledged, I/We, Robert L. Cheney and Bronwen P. Cheney, husband and wife as joint tenants all of Castle Rock, (or in an unincorporated area of Douglas County, Colorado) legal description:

See Exhibit "A" attached hereto and made a part hereof

APN # 2351-333-01-021

Executed on 6/12/2004 at Castle Rock, CO

Robert L. Cheney

Mail Tax Statement to: Robert L. Cheney  
2008 Sutter Creek  
Castle Rock, CO

On 6/12/2004 before me, Nina Cocconazzi, appears (Robert L. Cheney and Bronwen P. Cheney) and subscribed to the within in the presence of the undersigned, and that he is the person(s) or the entity upon behalf of which the person(s) acted, executed

Witness my hand and official seal

NINA COCCONAZZI, Notary Public

Print Name



# Automated Indexing Status Report

AllIndex Queue Administration							
AllIndex Queue Status Report				Recorded Date between 01/03/2004 and 06/03/2004 Documents Successfully Processed			06/03/2004 04:10 PM
				Page 1 of 3			
Instrument #	Seq #	Document Type	Status	Submission Date	Completion Date	Last Action Date	Last Action Message
2003131397	0	DEED	SUCCESSFULLY IMPORTED	04/05/2004 04:53:31 PM	04/05/2004 04:54:15 PM	04/05/2004 04:54:15 PM	Ready
2003131402	0	DEED	SUCCESSFULLY IMPORTED	04/05/2004 06:19:19 PM	04/05/2004 06:19:33 PM	04/05/2004 06:19:33 PM	Ready
2003131403	0	REL	SUCCESSFULLY IMPORTED	04/05/2004 06:39:40 PM	04/05/2004 06:39:54 PM	04/05/2004 06:39:54 PM	Ready
2003131406	0	WD	SUCCESSFULLY IMPORTED	04/06/2004 11:15:33 AM	04/06/2004 11:15:44 AM	04/06/2004 11:15:44 AM	Ready
2003131406	0	WD	SUCCESSFULLY IMPORTED	04/06/2004 11:11:56 AM	04/06/2004 11:12:04 AM	04/06/2004 11:12:04 AM	Ready
2003131407	0	ACCEPT	SUCCESSFULLY IMPORTED	04/06/2004 11:15:52 AM	04/06/2004 11:16:09 AM	04/06/2004 11:16:09 AM	Ready
2003131407	0	ACCEPT	SUCCESSFULLY IMPORTED	04/06/2004 11:11:39 AM	04/06/2004 11:11:54 AM	04/06/2004 11:11:54 AM	Ready
2003131408	0	ABAND	SUCCESSFULLY IMPORTED	04/06/2004 05:13:40 PM	04/06/2004 05:13:58 PM	04/06/2004 05:13:58 PM	Ready
2003131409	0	REL	SUCCESSFULLY IMPORTED	04/06/2004 05:28:02 PM	04/06/2004 05:28:25 PM	04/06/2004 05:28:25 PM	Ready
2003131410	0	REL	SUCCESSFULLY IMPORTED	04/06/2004 05:28:32 PM	04/06/2004 05:28:51 PM	04/06/2004 05:28:51 PM	Ready
2003131411	0	REL	SUCCESSFULLY IMPORTED	04/06/2004 05:28:39 PM	04/06/2004 05:28:57 PM	04/06/2004 05:28:57 PM	Ready
2003131412	0	TD	SUCCESSFULLY IMPORTED	04/06/2004 05:57:41 PM	04/06/2004 05:57:53 PM	04/06/2004 05:57:53 PM	Ready
2003131413	0	DEED	SUCCESSFULLY IMPORTED	04/06/2004 06:00:26 PM	04/06/2004 06:00:44 PM	04/06/2004 06:00:44 PM	Ready
2003131414	0	WD	SUCCESSFULLY IMPORTED	04/06/2004 06:05:18 PM	04/06/2004 06:05:25 PM	04/06/2004 06:05:25 PM	Ready
2003131415	0	DCTF	SUCCESSFULLY IMPORTED	04/06/2004 06:26:02 PM	04/06/2004 06:26:16 PM	04/06/2004 06:26:16 PM	Ready
2003131419	0	DEED	SUCCESSFULLY IMPORTED	04/08/2004 10:27:24 AM	04/08/2004 10:45:07 AM	04/08/2004 10:45:07 AM	Ready
-----	-----	-----	-----	-----	-----	-----	-----

Process	Status	# Items	
AIINDEX	NOT SUBMITTED	62	55.86
	READY FOR EXPORT	3	2.70
	BEING EXPORTED	0	0.00
	EXPORTED	0	0.00
	IMPORTED WITH ERRORS	4	3.60
	IMPORTED SUCCESSFULLY	42	37.84
Total:		111	

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## MEMORANDUM

**TO:** **BearingPoint Team**

**FROM:** **Matt Walker**

**CC:** **Phillip Braithwaite**

**DATE:** **June 28, 2004**

**RE:** **Hart's Project for the Dallas County Sheriff's Department**

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This memo is intended to summarize Hart's prior work with Dallas County, specifically addressing the history and issues related to a project with the Dallas County Sheriff's Department. It is Hart's belief that the relevance of our other work in Dallas County to the current BearingPoint proposal to implement Hart's Anthem product in the Dallas County Clerk's office is minimal, at best. It is important to recognize that accountability and responsibility for delivering on the requirements of the Clerk's needs falls squarely on BearingPoint. Further, as discussed below, the project for the Sheriff was taken on under a completely different management structure for Hart's eGovernment Solutions Group, and it was based on a product that is non-strategic to Hart and is completely unrelated to the Anthem suite.

### Sheriff Project History

Hart InterCivic and the Dallas County Sheriff's Department executed a contract in September 2001 to implement a VisiFlow-based document imaging system to image enable the "book-in" process for the Sheriff's Department. The County purchased from Hart the VisiFlow licenses, Oracle database licenses, and implementation services. The County provided hardware for the project, including an optical jukebox for image storage. The County also provided OTG software for the project.

The system went into production in February 2002. The contracted post-implementation services included only telephone support for VisiFlow software related issues. Since that time, Hart and the County have dealt with several technical issues – related mainly to hardware and database issues. From Hart's perspective, the County has not had sufficient technical resources available to support this imaging system. Prior to Art Brown's involvement in the project, the County took a "hands-off" approach to supporting the system. Despite having no contractual obligation to do so, Hart has supported the County with reported database performance issues, workstation problems, and assistance with backup procedures. Hart's involvement included much-needed

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preventative maintenance of the County database by a Hart database administrator, as well as direct involvement with HP and Legato to resolve hardware and OTG software issues (which were the County's responsibility to handle). The County allowed maintenance/support for the OTG to lapse, which limited Hart's ability to support it.

Hart recognized that the County could benefit from having a VisiFlow-focused organization providing support for this document imaging system. In September/October 2003, Hart worked with VistaSG to transition support for the Sheriff's system to Vista. Vista's sole focus is on VisiFlow applications, and the principal of Vista is Jim Boyington, who was directly involved in several VisiFlow implementations as a Hart employee. Prior to this transition to Vista, Hart worked with the County to ensure that the jukebox and other aspects of the imaging system were functioning properly.

#### VisiFlow vs. Anthem

The system that Hart was engaged to implement within the Sheriff's office was an imaging solution to complement the County's mainframe-based "book-in" application. At the time of the project, Hart was actively pursuing projects to deploy a general imaging and workflow tool. The chosen toolset was the VisiFlow product from Exigen.

In the last 18 months, Hart's eGovernment Solutions Group has reviewed the strategy of the organization and has come to the conclusion that we are much more effective at deploying focused applications that are repeatable and that meet a given business need. In addition, Hart realized it suffered from an over-dependence on the manufacturer of the VisiFlow product in order to maintain high levels of support for the Hart customers. Since that support from the VisiFlow manufacturer was unreliable, Hart wanted its customers to be managed by Vista, which has a stronger relationship and receives a higher level of OEM VisiFlow support. The current strategy is set squarely on broadening the scope of functions and documents managed within the Anthem platform, and continually growing the base of customers on this platform. Through this transition, Hart has significantly reduced (and virtually eliminated) the in-house resources to sell, implement, and support the general workflow toolsets (e.g., VisiFlow).

#### Current Hart eGovernment Strategy and Delivery Model

Hart's eGovernment Solutions Group is focused on providing document management applications that add significant value to local governmental entities. These applications are created to serve specific purposes and solve specific problems faced by the governments we serve. In carrying out this strategy, Hart has realized that services-intensive implementations of general workflow tools are not within its desired target market. Nor has Hart maintained the resources to continue providing such "one-off" solutions.

Recognizing this strategic direction, but adhering to a strict belief in strong customer relationships and customer support, Hart proactively pursued a business relationship that would strengthen the support available for the general VisiFlow-based solutions that Hart has provided in the past. The customers who have experienced the direct support of the Vista team have reported a high level of satisfaction with the services provided.

#### Outstanding Issues & Action Plan

Vista has provided support for the County, and members of the Sheriff's office have indicated satisfaction with those services. However, at this point, it appears that one of the key roadblocks preventing a higher level of support for the Sheriff's office is an

administrative issue. Hart has been unable to formally re-assign the VisiFlow support contract to Vista, apparently due to disagreement within the County as to whether the contract can be re-assigned without soliciting new bids. As a result, Vista has reported to Hart that they have not been paid for services that were delivered outside the scope of the support contract. At this point, it is not clear whether this contract re-assignment issue is owned strictly by the Purchasing department, or whether the Sheriff's office is unwilling to move forward with the new support arrangements.

While Hart still prefers a re-assignment of the contract that would enable a direct relationship between the County and Vista, Hart will continue to be the point of contact for the County Purchasing department so that all invoices for services can come from Hart. Hart will, in turn, ensure that the County funds get distributed, as appropriate, to Vista for any billable services performed. Hart is hopeful that this will prevent further delays experienced by the County in advancing its VisiFlow-based document imaging system.

Suggested Contacts Within County / Sheriff's Office

Rodney Christian served as the County Project Manager for the Hart VisiFlow implementation, and is knowledgeable about the Hart-County relationship. Mr. Christian seems to feel that VistaSG is doing a fine job for the County.

The Sheriff's Department Data Manager is Marlene James. She continues to provide oversight of the VisiFlow application.

\*\*\*\*\*

*Any questions regarding this matter should be addressed to Phillip Braithwaite or Matt Walker.*



**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Diana Arney (E-mail)" <DArney@hartic.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>; "Orman, Glenna B (BearingPoint)" <gorman@bearingpoint.net>; "Maugham, Patricia L (BearingPoint)" <pmaugham@bearingpoint.net>; "McCoy, Suzanne L (BearingPoint)" <smccoy@bearingpoint.net>; "lhall@qnetis.com" <lhall@qnetis.com>; "jrickerby@hartic.com" <jrickerby@hartic.com>; "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>  
**Cc:** "Miglicco, Gary J (BearingPoint)" <gmiglicco@bearingpoint.net>; "Sparks, Thomas (BearingPoint)" <thomassparks@bearingpoint.net>; "Rogers, William E (BearingPoint)" <werogers@bearingpoint.net>  
**Sent:** Thursday, June 24, 2004 2:49 PM  
**Subject:** Thanks for the Dallas County Effort

Team,

Thanks for the long hours and creativity in delivering what I understand was an outstanding "knock the socks off" demo to the Dallas County Clerk's office yesterday. We are looking forward to moving into the next phase with the County.

Thanks Again.

Matt, Can you forward this to Chance, Wade and Rao. I don't have their email on file.  
 Dennis, please forward to Brian.

Jeffery A. Floyd, PMP | Manager | BearingPoint | Austin, TX  
 Phone +1.512.542.3547 | Mobile +1.512.431.0324 | Fax +1.512.542.3501  
[www.bearingpoint.com](http://www.bearingpoint.com) [www.texasonline.com](http://www.texasonline.com)

\*\*\*\*\*  
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6/25/2004

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## Dallas County Clerk's Office

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### Vendor Presentation

### Detailed Demonstration Agenda and Instructions

**Vendor Instructions and Preparation:** Dallas County assumes that the vendor will have a fully functional system demonstration including at a minimum:

- Cashiering station with cash drawer
- Receipt printer
- Scanner
- Printer

Please coordinate with Linda Boles if this equipment needs to be shipped to the County in advance.

In addition, Dallas County will be utilizing the data provided on the CD with the RFP for the purposes of agenda items 12, 13 and 19. Each vendor should convert this information prior to the demonstration. The data can be found on the CD in a folder entitled "Exhibit 4 Sample Real Property File Layout." This folder contains a sample index and related images.

For Vital Statistics and other records, the vendor should provide their own test data.

Please note that each vendor is strictly limited to five personnel in attendance at the demonstration including the designated project manager.

At a minimum, each vendor should bring:

- All equipment necessary for a fully functional system demonstration
- A projector
- Sample reports (see agenda item #14)

**Agenda:**        7:00 a.m.-8:30 a.m. Vendor setup  
                     8:30 a.m. -5:00 p.m. Vendor demonstration  
                     5:00 p.m. -6:00 p.m. Breakdown equipment

**Location:** 509 Main Street, 2<sup>nd</sup> Floor Dallas County Clerk's Office

**Conference Room:** The conference room will be set up with several tables for the evaluation committee and two tables for the vendor's equipment. Electrical outlets are accessible in the room.

**Questions:** If you have questions or need any special arrangements, please contact Linda Boles at 214 653-6500 or via email at [lboles@dallascounty.org](mailto:lboles@dallascounty.org).

**Vendor Demonstration Agenda**

<b>Item</b>	<b>Description</b>	<b>Time</b>
1.	Vendor Setup	7:00 – 8:15
2.	Opening Remarks – County	8:30 – 8:45
3.	Company Overview <ul style="list-style-type: none"> <li>• Background</li> <li>• Experience in Recorder Solutions</li> <li>• Statutory Compliance</li> </ul>	8:45 – 9:00
4.	Official Public Records - Traditional <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Perform Steps 1-15 (see separate handout containing Official Public Records Demonstration Scripts)</li> <li>• Demonstrate escrow account management including adding to balance, paying with escrow funds, and creating invoices</li> <li>• Discuss Indexing Outsource Plan</li> <li>• Demonstrate Cashier Close Out Process</li> <li>• Discuss Mail Back Process</li> </ul>	9:00 – 10:10
5.	Official Public Records - eRecording <ul style="list-style-type: none"> <li>• Description of Workflow - including how outside companies will submit.</li> <li>• Simulate Level 1</li> <li>• Simulate Level 2</li> <li>• Simulate Level 3</li> </ul>	10:10 – 10:30
6.	Break	10:30 – 10:40
7.	Marriage <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Issue Traditional Application</li> <li>• Issue Application for Minor</li> <li>• Issue Application for Absent Applicant</li> <li>• Issue Declaration of Informal Marriage</li> <li>• File Marriage License</li> <li>• Issue Certified Copy</li> <li>• Produce Single Status</li> </ul>	10:40 – 11:00
8.	Birth <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Record Birth Certificate</li> <li>• Issue Certified Copy</li> <li>• Process Amendment or Expunge record and Lock Record</li> </ul>	11:00 – 11:20
9.	Death <ul style="list-style-type: none"> <li>• Description of Workflow</li> </ul>	11:20 – 11:40

	<ul style="list-style-type: none"> <li>• Record Death Certificate</li> <li>• Issue Certified Copy</li> <li>• Process Amendment or Expunge record and Lock Record</li> </ul>	
10.	<b>Other Records</b> <ul style="list-style-type: none"> <li>• Assumed Names</li> <li>• DD214</li> <li>• Personal Property</li> </ul>	11:40 – 11:55
11.	<b>Lunch (Supplied by County)</b>	11:55 – 12:40
12.	<b>Public Research - Traditional</b> <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Demo Public Search</li> <li>• Demo Staff Procedures to Process Requests</li> </ul>	12:40 – 1:00
13.	<b>Public Research - Web</b> <ul style="list-style-type: none"> <li>• Description of Workflow</li> <li>• Demo Web Search</li> <li>• Demo Staff Procedures to Process Requests</li> </ul>	1:00 – 1:20
14.	<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>• On-line Help</li> <li>• Data Extraction for Public Requests</li> <li>• Workflow Tracking Tools</li> <li>• Reports <ul style="list-style-type: none"> <li>- Production Reports (Bring Samples)</li> <li>- End of Day Reports (Bring Samples)</li> <li>- End of Month Reports (Bring Samples)</li> <li>- End of Year Reports (Bring Samples)</li> <li>- Ad Hoc Reporting</li> </ul> </li> <li>• Application Security <ul style="list-style-type: none"> <li>- System Administration</li> <li>- Password Control</li> <li>- Establishing User Security Profiles</li> <li>- Fee Maintenance</li> <li>- Viewing Audit Trails and Transaction Logs</li> </ul> </li> <li>• Backfile Procedures/Capabilities</li> <li>• Discuss Process to Create Microfilm</li> <li>• Processing/Tracking Bad Checks</li> </ul>	1:20 – 1:50
15.	<b>Implementation Approach/Timeline</b> <ul style="list-style-type: none"> <li>• Data Conversion Services</li> <li>• Change Management</li> <li>• Project Management</li> <li>• Training</li> <li>• Customization</li> <li>• Testing</li> </ul>	1:50 – 2:30



	<ul style="list-style-type: none"><li>• Implementation</li><li>• Maintenance and Support</li></ul>	
16.	Break	2:30 – 2:45
17.	Technical Review	2:45 – 3:15
18.	Question and Answer related to the RFP and Demo	3:15 – 4:00
19.	Open to Public for Public Access Demo	4:00 – 5:00
20.	Breakdown Demo equipment	5:00



2004-May-07  
9:30 AM CST  
Conference Call  
1-888-795-9763  
Passcode: 49445

## Dallas Co. Project Update Meeting

Meeting called by: Floyd, Jeff

Attendees: Helena Tantillo; Dennis Fields; Horace Irwin; Phil Braithwaite; Vicki McCullough; Richard Sanner; Michael Jones; John Rickerby; Chris Campbell

### Agenda

This was an update meeting to discuss the Dallas County RIIS proposal with Gary and Kathy

- 1 Demo Strategy
  - 1.a What has worked for demo's like this at other sites?
  - 1.b What do we include in this demo
  - 1.c What are our assumptions for the length of the demo
  - 1.d Presentation tropics separate from demo
  - 1.e Do we expect the County to provide a set agenda?
  - 1.f **Notes from Discussion**
    - 1.f.1 This is advertised as a scripted demo.
    - 1.f.2 We can expect request for one-on-one Q&A sessions after the formal demo is over.
    - 1.f.3 Time County will give us for prep is unknown
    - 1.f.4 Hart has demo hardware suite already, We will add to this actual scanners, Cash drawer, and a DB server
    - 1.f.5 We will assemble components the day before in the Dallas BE office to dry run the assembly and presentation.
    - 1.f.6 We will demo on Oracle.
    - 1.f.7 All key personnel should be at the demo
    - 1.f.8 We will assume a full day demo
- 2 Outline Demo topics and Themes
  - 2.a Incorporation of win themes
    - 2.a.1 Incorporate eRecording from Tarrant County. The same filers will be able to file in Dallas Co.
    - 2.a.2 Incorporate Value proposition
  - 2.b Flow of the demo topics
  - 2.c Equipment and personnel needs for the demo
    - 2.c.1 Dell server for Oracle and App server
    - 2.c.2 Multiple Workstations to show work flow
    - 2.c.3 Flip charts
    - 2.c.4 Projector
    - 2.c.5 Large Plasma screen
    - 2.c.6 Put process flow charts and hardware architecture charts on story board
  - 2.d What questions do we expect from the Eval Committee and the Recording Dept Customers?

*Helena -*  
*ofc. - 512-542-*  
*5341*  
*cell -*

- 3 Plan for creating demo
- 3.a Action Items, due dates and assignments
- 3.b Communication and tracking for action item completion
- 3.c Dry run schedule
- 4 **Other points of interest from the meeting**
- 4.a ACS bid \$900K and no revenue share. Which is half their current charge.
- 4.b Counties eval team has four sub teams. 1) Technology, 2) Reference Check, 3) Price Model, 4) Overall Value
- 4.c Internal ranking of proposals are due 2004-05-07. May have some feedback by 2004-05-11
- 4.d Short list due 2004-05-13, Expect 2 to 4 vendors to be on the short list. These will be invited to Phase II.
- 4.e Open record request gets a shipment of 140+ CD's (i.e. \$10 per CD)
- 4.f County has processed 5 to 7 open record requests over the last 8 weeks.

### Additional Information

#### Action Items

#	Description	Due Date	Owner
1	Review images on CD to determine suitability for use in demo	2004-05-12	Michael Jones
2	If #1 finds CD data not suitable Chris can get data from county	2004-05-19	Chris Campbell
3	Get demo scanners from vendor	2004-05-??	Dennis Fields
4	Specify a Demo DB/App server	2004-05-12	Michael Jones
5	Get Dell to provide a demo server	2004-05-28	Rich Sanner
6	Get Video demo of Pitney Bowes equipment	2004-05-28	Dennis Fields
7	Mock up an invoice and sample financials showing transparency of reporting and revenue sharing	2004-05-28	Jeff Floyd
8	Get Video Testimonials from existing Hart Clients	2004-05-28	Vicki ??
9	Schedule room at the Dallas BE office two days before the demo	2004-05-28	Jeff Floyd
10	Rent Projector and large screen for demo	??	Jeff Floyd
11	Story board process flow charts and Hardware Architecture	2004-05-28	Gretchen Bruce
12	Obtain a copy of an ACS contract from a title company	2004-05-14	Kathy Blanck
13	Research Title Company sales	2004-05-??	Jeff Floyd
14	Send Houston ePay proposal to Chris Campbell	2004-05-11	Jeff Floyd
15	Write Marketing Presentation for Kathy Nealy to present	2004-05-28	Katy Fendrich
16	Setup a meeting with Hart to discuss demo points	2004-05-11	Jeff Floyd

**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Horace Irwin (E-mail)" <hirwin@qnetis.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@wnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>  
**Cc:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>; "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>  
**Sent:** Monday, May 10, 2004 10:16 AM  
**Attach:** 2004-05-07 Demo Strategy Meeting.doc  
**Subject:** DRAFT Meeting Minutes 2004-05-07 Conference Call

Please review these minutes for accuracy and completeness. Pay close attention to the action items, I took some liberties with due dates. Send me any corrections. Also send me an email upon completion of any action items.

Jeffery A. Floyd, PMP | Manager | BearingPoint | Austin, TX  
Phone +1.512.542.3547 | Mobile +1.512.431.0324 | Fax +1.512.542.3501  
[www.bearingpoint.com](http://www.bearingpoint.com) [www.texasonline.com](http://www.texasonline.com)

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\*\*\*\*\*



**Kathy Nealy**

---

**From:** "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>  
**To:** "Christian Campbell (ccampbell@ccgservices.com)" <ccampbell@ccgservices.com>;  
 "dfields@docudatasolutions.com" <dfields@docudatasolutions.com>; "pbraithwaite@hartic.com"  
 <pbraithwaite@hartic.com>; "jrickerby@hartic.com" <jrickerby@hartic.com>;  
 "mjones@hartic.com" <mjones@hartic.com>; "mwalker@hartic.com" <mwalker@hartic.com>;  
 "Kathy\_Nealy@msn.com" <Kathy\_Nealy@msn.com>; "hirwin@qnetis.com"  
 <hirwin@qnetis.com>; "kathy.blanck@vignon.net" <kathy.blanck@vignon.net>  
**Cc:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>; "Rogers, William E (BearingPoint)"  
 <werogers@bearingpoint.net>; "Miglicco, Gary J (BearingPoint)" <gmiglicco@bearingpoint.net>  
**Sent:** Wednesday, May 26, 2004 2:31 PM  
**Attach:** Demo Bearing Point.doc; DemoAgenda\_summary.doc  
**Subject:** FW: RFP #2004-064-1485

All:

Helena requested that I sent this to you. You will be contacted by us regarding the details very soon.

Glenna

Glenna B. Orman\* Administrative Assistant\* BearingPoint, Inc.\* Austin, TX  
 Phone 512.542.5388\* Mobile 512.300.7695\* Fax 512.542.5399  
 E-mail <mailto:gorman@bearingpoint.net>

-----Original Message-----

From: Miglicco, Gary J (BearingPoint)  
 Sent: Wednesday, May 26, 2004 12:24 PM  
 To: Tantillo, Helena J (BearingPoint)  
 Subject: FW: RFP #2004-064-1485

-----Original Message-----

From: Linda Boles [<mailto:LBoles@dallascounty.org>]  
 Sent: Wednesday, May 26, 2004 10:56 AM  
 To: [gmiglicco@bearingpoint.net](mailto:gmiglicco@bearingpoint.net)  
 Subject: RFP #2004-064-1485

Good Morning:

Attached are some documents that I faxed out this morning. However, I wanted to send them to you electronically as well and will send the originals out in the mail today.

Have a great day.

Linda Boles,  
 Dallas County Purchasing Supervisor

214-653-6500  
fax 214-653-7449  
email: [lboles@dallascounty.org](mailto:lboles@dallascounty.org)

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\*\*\*\*\*

! \*"  
  
Mr. Gary Miglicco, Managing Director  
Bearing Point  
111 Congress Avenue, Suite 100  
Austin, Tx 78701-4043

May 25, 2004

Re: RFP Recording, Indexing and Imaging System for the Dallas County Clerk  
RFP #2004-064-1485

Dear Mr. Miglicco:

Dallas County would like to thank your company for their proposal submission on the aforementioned County solicitation. Upon thorough evaluation and scoring, Dallas County has deemed your firm as being susceptible for further award consideration. As a result, Dallas County invites your company to make a presentation to demonstrate your company's proposed system to various members of our review committee and county staff. In addition, time has been allocated time at the end of the presentation for the public to attend a short demonstration on the public access capabilities of your proposed system.

Your presentation/meeting with the evaluation committee has been scheduled for Wednesday, June 23, 2004 from 8:30 a.m. to 5:00 p.m. The presentation will be held in the County Clerk's Conference Room 509 Main St., 2nd Floor, Dallas, Texas 75202. In addition, attached is an agenda, with designated timelines, of the topics we would like your company to address during your presentation. Detailed information will follow. Please note that room in which the presentation will be conducted does not have Internet accessibility.

Thank you for your interest in doing business with Dallas County. If you have any questions concerning this matter, please contact me at (214) 653-6500.

Sincerely,

Linda Boles,  
Purchasing Supervisor

c: Review Committee Members

**RFP # 2004-064-1485**  
**Recording, Indexing & Imaging System for the County Clerk's Office**  
**Vendor Demonstration Agenda**

<b>Item</b>	<b>Description</b>	<b>Time</b>
1.	Vendor Setup	7:00 – 8:15
2.	Open Remarks – County	8:30 – 8:45
3.	Company Overview	8:45 – 9:00
4.	Official Public Records - Traditional	9:00 – 10:10
5.	Official Public Records - eRecording	10:10 – 10:30
6.	Break	10:30 – 10:40
7.	Vital Statistics - Marriage	10:40 – 11:00
8.	Vital Statistics - Birth	11:00 – 11:20
9.	Vital Statistics - Death	11:20 – 11:40
10.	Other Records <ul style="list-style-type: none"> <li>• Assumed Names</li> <li>• DD214</li> <li>• Personal Property</li> </ul>	11:40 – 11:55
11.	Lunch (Supplied by County)	11:55 – 12:40
12.	Public Research - Traditional	12:40 – 1:00
13.	Public Research - Web	1:00 – 1:20
14.	Miscellaneous	1:20 – 1:50
15.	Implementation Approach/Timeline	1:50 – 2:30
16.	Break	2:30 – 2:45
17.	Technical Review	2:45 – 3:15
18.	Question and Answer related to the RFP and demo	3:15 – 4:00
19.	Open to Public for Public Access Demo	4:00 – 5:00
20.	Breakdown Demo equipment	5:00

Note: Vendors will be expected to convert the data provided by the County on the CD with the RFP for the purposes of this demonstration. This information will be utilized during demonstration agenda items 12, 13, and 19.

AGENDA SUBJECT TO CHANGE



**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>  
**Sent:** Tuesday, June 01, 2004 11:46 AM  
**Attach:** 2004-05-28 Demo Strategy Meeting.doc  
**Subject:** Minutes from 2004-05-28 Demo planning Meeting

Please let me know if you see any errors or have any action item updates.

Jeffery A. Floyd, PMP | Manager | BearingPoint | Austin, TX  
Phone +1.512.542.3547 | Mobile +1.512.431.0324 | Fax +1.512.542.3501  
[www.bearingpoint.com](http://www.bearingpoint.com) [www.texasonline.com](http://www.texasonline.com)

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\*\*\*\*\*



2004-May-28  
2:30 PM CST  
Conference Call  
1-888-391-8260  
Passcode: 337371

## Dallas Co. Project Update Meeting

Meeting called by: Floyd, Jeff  
Attendees: Helena Tantillo, Dennis Fields, Richard Sanner, Matt Walker, John Rickerby, Chris Campbell, Katie Fendrich, Kathy Nealy

### Agenda

This was an update meeting to discuss the Dallas County RIIS proposal with Gary and Kathy

- 1 Review of Action Items
  - 1.a See status of items 1 through 16 below
- 2 Review of the Orals agenda provided by Dallas Co.
  - 2.a New action items are listed below from item #17 on. Notes follow
  - 2.b We will be in a new conference room for the orals. It is approx 30X40 with seating for about 30
  - 2.c We expect there to be between 9 and 15 county personnel at the demo.
  - 2.d Team numbers as follows (DRAFT)
    - 2.d.1 BearingPoint = 4
    - 2.d.2 Hart = 4
    - 2.d.3 DocuData = 2
    - 2.d.4 Qnet = 1
    - 2.d.5 Kathy Nealy = 1
    - 2.d.6 Kathy Blank = 1
    - 2.d.7 Chris Campbell = 1
  - 2.e Other presentations are as follows
    - 2.e.1 AmCad on 6/14
    - 2.e.2 Land Data on 6/16
    - 2.e.3 ACS on 6/17
    - 2.e.4 BearingPoint on 6/23
- 3 Logistics and timeline for demo rehearsals
  - 3.a We have a room in the Dallas BearingPoint office for 21<sup>st</sup> and 22<sup>nd</sup>. Very close to having the 20<sup>th</sup> as well. This will give us time to assemble the equipment and put final touches on the presentation.
- 4 Other topics as needed

### Additional Information

#### Action Items

#	Description	Due Date	Owner
1	Review images on CD to determine suitability for use in demo	2004-05-12	Michael Jones Complete
2	If #1 finds CD data not suitable Chris can get data from county	2004-05-19	Chris Campbell
3	Get demo scanners from vendor	2004-05-??	Dennis Fields



			Complete
4	Specify a Demo DB/App server	2004-05-12	Michael Jones Complete
5	Get Dell to provide a demo server	2004-05-28	Rich Sanner In Process
6	Get Video demo of Pitney Bowes equipment	2004-05-28	Dennis Fields Dropped
7	Mock up an invoice and sample financials showing transparency of reporting and revenue sharing	2004-05-28	Jeff Floyd Draft ready
8	Get Video Testimonials from existing Hart Clients	2004-05-28	Vicki ?? Dropped
9	Schedule room at the Dallas BE office two days before the demo	2004-05-28	Jeff Floyd Complete
10	Rent Projector and large screen for demo	??	Jeff Floyd Not Started
11	Story board process flow charts and Hardware Architecture	2004-05-28	Jeff Floyd
12	Obtain a copy of an ACS contract from a title company	2004-05-14	Kathy Blanck In Process
13	Research Title Company sales	2004-05-??	Jeff Floyd In Process
14	Send Houston ePay proposal to Chris Campbell	2004-05-11	Jeff Floyd Complete
15	Write Marketing Presentation for Kathy Nealy to present	2004-05-28	Katy Fendrich In Process
16	Setup a meeting with Hart to discuss demo points	2004-05-11	Jeff Floyd Not Started
17	Sketch the conference room we will be in for the presentation including location of plugs, screens, chairs etc.	2004-06-04	Chris Campbell
18	Deliver RFP images to DocuData	2004-06-01	Jeff Floyd Complete
19	Print needed images for demo and re-scan them to clean them up.	2004-06-09	Dennis Fields
20	Finalize server and workstation hardware	2004-05-28	Jeff Floyd Draft sent out
21	Determine the tables and misc equipment needed for the demo (LCD projector, Plasma Screen, Wireless Mic, speakers, etc)	2004-06-09	Jeff Floyd
22	Develop a schedule for the demo development	2004-06-03	Jeff Floyd

**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>; "McCoy, Suzanne L (BearingPoint)" <smccoy@bearingpoint.net>; "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>; "Fendrich, Catherine E (BearingPoint)" <cfendrich@bearingpoint.net>  
**Sent:** Monday, June 07, 2004 10:06 AM  
**Subject:** Updated: Dallas Co Orals Presentation development Status

**When:** Occurs every Monday, Wednesday, and Friday effective 6/9/2004 until 6/18/2004 from 9:30 AM to 10:30 AM (GMT-06:00) Central Time (US & Canada).  
**Where:** Conference Call

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

**Call in Number:** 1-888-391-8260  
**Pass Code:** 337371

**Agenda**  
 Action Item update/Review  
 Content Development status

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6/7/2004

107



**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Diana Arney (E-mail)" <DArney@hartic.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>  
**Cc:** "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>; "McCoy, Suzanne L (BearingPoint)" <smccoy@bearingpoint.net>  
**Sent:** Wednesday, June 09, 2004 6:32 PM  
**Subject:** Hotel for Demo Prep

Team,

We have secured a room at the Dallas Hyatt Regency. They have given us a rate of \$149 per night per room, with a block of ten (10) rooms reserved for the team under the name of BearingPoint/Helena Tantillo. We need a list of people that will be staying there. Charges for rooms not canceled in advance will not be paid by BearingPoint.

Per our teaming agreement, your responsible for the cost of your individual rooms.

The Hyatt Regency is giving us two rooms(1200 Sq. Ft.) that connect and have solid outside walls with locking doors. They are the Moreno Rooms A & B on the 2nd Floor of Atrium area. We will conduct the demo work in these rooms.

Here is a link to the hotel.

[http://dallasregency.hyatt.com/property/specialoffers/newspromotions\\_detail.jhtml?id=2](http://dallasregency.hyatt.com/property/specialoffers/newspromotions_detail.jhtml?id=2)

Jeffery A. Floyd, PMP | Manager | BearingPoint | Austin, TX  
 Phone +1.512.542.3547 | Mobile +1.512.431.0324 | Fax +1.512.542.3501  
[www.bearingpoint.com](http://www.bearingpoint.com) [www.texasonline.com](http://www.texasonline.com)

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 \*\*\*\*\*

**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>; "McCoy, Suzanne L (BearingPoint)" <smccoy@bearingpoint.net>; "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>; "Fendrich, Catherine E (BearingPoint)" <cfendrich@bearingpoint.net>  
**Sent:** Wednesday, June 09, 2004 8:31 AM  
**Attach:** 2004-06-07 Demo Status Meeting.doc  
**Subject:** Updated: Dallas Co Orals Presentation development Status

**When:** Wednesday, June 09, 2004 9:30 AM-10:30 AM (GMT-06:00) Central Time (US & Canada).

**Where:** Conference Call

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

Call in Number: 1-888-391-8260

Pass Code: 337371

#### Agenda

Action Item update/Review

Content Development status

<<2004-06-07 Demo Status Meeting.doc>>

Added minutes from last meeting and current action item list

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2004-June-07  
9:30 AM CST  
Conference Call  
1-888-391-8260  
Passcode: 337371

## Dallas Co. Project Update Meeting

Meeting called by: Floyd, Jeff

Attendees: Helena Tantillo, Dennis Fields, Richard Sanner, Matt Walker, Rao, Diana Arney, Katie Fendrich, Kathy Nealy, Phil Braithwaite, Kathy Blanck, Suzanne McCoy

### Agenda

This was an update meeting to discuss the Dallas County RIIS proposal with Gary and Kathy

- 1 Review of Action Items
  - 1.a See status details below
- 2 Team count for Dallas Orals
  - 2.a BearingPoint = 4
  - 2.b Hart = 4
  - 2.c DocuData = 2
  - 2.d Qnet = 2
  - 2.e Kathy Nealy = 1
  - 2.f Kathy Blank = 1
  - 2.g Chris Campbell = 1
- 3

### Additional Information

#### Active Action Items

#	Description	Due Date	Owner
5	Get Dell to provide a demo server Need to have equipment to Hart by Friday 6/11	2004-05-28	Rich Sanner In Process
7	Mock up an invoice and sample financials showing transparency of reporting and revenue sharing	2004-05-28	Jeff Floyd Draft ready
10	Rent Projector and large screen for demo	2004-06-10	Jeff Floyd Not Started
11	Story board process flow charts and Hardware Architecture	2004-05-28	Jeff Floyd
12	Obtain a copy of an ACS contract from a title company	2004-05-14	Kathy Blanck In Process
13	Research Title Company sales	2004-05-??	Jeff Floyd In Process
15	Write Marketing Presentation for Kathy Nealy to present	2004-05-28	Katy Fendrich In Process
16	Setup a meeting with Hart to discuss demo points	2004-05-11	Jeff Floyd Not Started
17	Sketch the conference room we will be in for the presentation including location of plugs, screens, chairs etc.	2004-06-04	Chris Campbell
19	Print needed images for demo and re-scan them to clean them up.	2004-06-09	Dennis Fields

21	Determine the tables and misc equipment needed for the demo (LCD projector, Plasma Screen, Wireless Mic, speakers, etc)	2004-06-09	Jeff Floyd
22	Develop a schedule for the demo development	2004-06-03	Jeff Floyd Drafted
23	Hart to provide electronic copy of material for poster boards	2004-06-09	Phil Braithwaite
24	Send copy out to print for poster boards	2004-06-10	Jeff Floyd
25	Setup meetings for Mon, Wed and Fri for next two weeks	2004-06-07	Jeff Floyd Complete

## Inactive/Complete Action Items

#	Description	Due Date	Owner
1	Review images on CD to determine suitability for use in demo	2004-05-12	Michael Jones Complete
2	If #1 finds CD data not suitable Chris can get data from county	2004-05-19	Chris Campbell Not Applicable
3	Get demo scanners from vendor	2004-05-??	Dennis Fields Complete
4	Specify a Demo DB/App server	2004-05-12	Michael Jones Complete
6	Get Video demo of Pitney Bowes equipment We have a powerpoint presentation with video from PB.	2004-05-28	Dennis Fields Dropped
8	Get Video Testimonials from existing Hart Clients	2004-05-28	Vicki ?? Dropped
9	Schedule room at the Dallas BE office two days before the demo	2004-05-28	Jeff Floyd Complete
14	Send Houston ePay proposal to Chris Campbell	2004-05-11	Jeff Floyd Complete
18	Deliver RFP images to DocuData	2004-06-01	Jeff Floyd Complete
20	Finalize server and workstation hardware	2004-05-28	Jeff Floyd Complete



**Kathy Nealy**

---

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>  
**Cc:** "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>  
**Sent:** Wednesday, June 16, 2004 10:36 AM  
**Attach:** Company profiles.ppt  
**Subject:** Company profile slides

The format of this is a bit off but I can clean that up when you guys get me the content.

Thanks all.

Jeffery A. Floyd, PMP | Manager | BearingPoint | Austin, TX  
Phone +1.512.542.3547 | Mobile +1.512.431.0324 | Fax +1.512.542.3501  
[www.bearingpoint.com](http://www.bearingpoint.com) [www.texasonline.com](http://www.texasonline.com)

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6/16/2004

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# About BearingPoint

## • BearingPoint Profile



- BearingPoint is a national leader in Systems Integration for federal, state and local governments
- Large Texas Practice
- Annual revenues over \$2.4 billion
- Over 16,000 consultants worldwide
- 2,100 clients
- 74 percent of employees hired from industry
- Consultants average 13.5 years of



## • Benefit to the County

- Extensive experience in managing integration efforts and projects in the public sector
- Local support
- Ability to recruit needed resources
- Large pool of internal resources
- ???
- Extensive industry and best practice knowledge
- Projects staffed with highly qualified consultants



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# About Hart InterCivic

## •Hart InterCivic Profile

- **90+ years of experience** in providing products and services to counties across the nation, including a complete line of public record products and services.
- Currently **installed in 11 states** from coast-to-coast with **sites** ranging from 50-5,000 documents per day
- **Proven** enhanced technologies with **eRecording** installations across **5 states. 12**



## •Benefits to County

- **Extensive experience** in all major recording systems and a deep understanding of county government operations.
- Unique experience in **large scale, complex recording solution implementations**, including services and legacy system integration.
- Build upon **best practices**, deliver greater value to constituents
- Transfer of knowledge



# About QNet

- QNet Profile
  - Dallas Based
  - Currently providing hardware and System Admin services to Dallas County
  - NCTRCA member
  - Full Service computer solutions and VAR
- Benefit to County



# About DocuData

- DocuData Profile
  - Dallas Texas Based
  - Leading Provider of document imaging
  - 70+ years of experience in document management
  - 90% of employees are minority
  - Security experts
- Benefit to County



# About ForceV

- ForceV Profile
  - Dallas County Based
  - NCRTCA certified
  - 20 years of experience in staffing
- Benefit to County

# About Kathy L.

KATHY L. NEALY & ASSOCIATES

## Associates

- Katy L. Nealy & Associates Profile
  - Dallas Texas Based
  - NCRTCA certified
  - XX years in Public Relations
- Benefit to County



**Kathy Nealy**

**From:** "ccampbell" <ccampbell@ccgservices.com>  
**To:** <kathy\_nealy@msn.com>  
**Sent:** Wednesday, June 30, 2004 8:10 AM  
**Subject:** Fwd: DALLAS RFP

To: jwr  
 (FYI)  
 (4 pages)

---

>Envelope-to: [ccampbell@ccgservices.com](mailto:ccampbell@ccgservices.com)  
 >Message-ID: <30B4629562A9D411ADC30002B302970E036231C1@hartisexch.hartis.com>  
 >From: [PBraithwaite@hartic.com](mailto:PBraithwaite@hartic.com)  
 >To: [ccampbell@ccgservices.com](mailto:ccampbell@ccgservices.com), [kathy.blanck@vignon.net](mailto:kathy.blanck@vignon.net)  
 >Subject: DALLAS RFP  
 >Date: Tue, 29 Jun 2004 13:33:08 -0500  
 >  
 >  
 >I just want make it explicitly clear that there was no request for  
 >financials from subcontractors in the Dallas County RFP.  
 >  
 >p. 28 Evaluation includes "financial stability of firm" as part of the  
 >evaluation criteria.  
 >  
 >p. 32 Company Background requires three years audited financial statements  
 >for the vendor.  
 >  
 >p. 32 also has a separate request for "information on all 3rd party alliance  
 >partners" that includes co. history, clients where we're done work together,  
 >and products and services. No request here for financials We did provide the  
 >requested information.  
 >  
 >Remember, this is BearingPoint's deal, not Hart's. It's a BearingPoint  
 >proposal. Hart is one of many subcontractors. BearingPoint is the one throat  
 >to choke and responsible for delivering all requirements of the project  
 >under the T&C's of the County (this includes a 100% performance bond).  
 >  
 >We'll provide financials, if requested (this request should come through  
 >BearingPoint and include all subs). In fact, we previously provided  
 >financial information to BearingPoint as part of their due diligence in the  
 >teaming process.  
 >I would also remind you that Hart InterCivic has attracted investment from  
 >several leading venture capital firms with near \$1 billion under investment  
 >or in committed capital. One of our lead investors is Stratford Capital, a  
 >Dallas-based private equity firm with a long-standing affiliation with  
 >Hicks, Muse, Tate & Furst Incorporated.  
 >  
 >  
 >Thanks  
 >PB  
 >Regards,  
 >  
 >Phillip W. Braithwaite

6/30/2004 119



## COURT ORDER

ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

STATE OF TEXAS )

COUNTY OF DALLAS )

BE IT REMEMBERED, at a regular meeting of Commissioners Court of Dallas County, Texas, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2004, on a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, the following order was adopted:

WHEREAS, on May 25, 2004, the Purchasing Department briefed and the Commissioners Court concurred with the recommendation to render ACS AmCad, Bearing Point and LanData susceptible firms for award consideration with respect to RFP #2004-064-1485 (Recording, Indexing & Imaging System for the County Clerk); and

WHEREAS, the evaluation committee requests that the Commissioners Court authorize staff to proceed to the next phase of the RFP evaluation process with the designated four (4) firms

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court renders ACS, AmCad, Bearing Point and LanData susceptible firms for award consideration with respect to RFP #2004-064-1485 and authorizes staff to proceed with to the next phase of the RFP evaluation process with the four designated firms and in accordance with the County's established High Technology policies and procedures and authorizes all county documents to reflect accordingly.

DONE IN OPEN COURT this the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
Margaret Keliher, County Judge

\_\_\_\_\_  
Jim Jackson, District #1

\_\_\_\_\_  
Mike Cantrell, District #2

\_\_\_\_\_  
John Wiley Price, District #3

\_\_\_\_\_  
Kenneth A. Mayfield, District #4

Recommended by: \_\_\_\_\_

Phillip J. Vasquez, Purchasing Director/lb



**Phillip W. Braithwaite**  
*director, sales and  
business development*

512.252.6566 • [pbraithwaite@hartic.com](mailto:pbraithwaite@hartic.com)

Corporate Office  
P.O. Box 80649  
Austin, TX 78708-0649  
15500 Wells Port Drive  
Austin, TX 78728

800.223.HART  
Fax 866.391.1834  
[www.hartintercivic.com](http://www.hartintercivic.com)



**Matthew Walker**  
*vice president  
eGovernment Solutions Group*

512.252.6560 • [mwalker@hartic.com](mailto:mwalker@hartic.com)

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Fax 512.252.6511  
[www.hartintercivic.com](http://www.hartintercivic.com)



**John Rickerby**  
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Austin, TX 78728

800.223.HART  
Fax 800.437.3532  
[www.hartintercivic.com](http://www.hartintercivic.com)

**Kathy Nealy**

**From:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>  
**To:** "Chris Campbell (E-mail)" <ccampbell@ccgservices.com>; "Dennis Fields (E-mail)" <dfields@docudatasolutions.com>; "Horace Irwin (E-mail)" <hirwin@qnetis.com>; "Kathy Blanck (E-mail)" <kathy.blanck@vignon.net>; "Michael Jones (E-mail)" <mjones@hartic.com>; "Matthew Walker (E-mail)" <mwalker@hartic.com>; "Phillip W. Braithwaite (E-mail)" <PBraithwaite@hartic.com>; "Richard Sanner (E-mail)" <rsanner@qnetis.com>; "Vicki McCullough (E-mail)" <VMcCullough@hartic.com>; "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>; "McCoy, Suzanne L (BearingPoint)" <smccoy@bearingpoint.net>; "Kathy Nealy (E-mail)" <kathy\_nealy@msn.com>  
**Sent:** Thursday, May 27, 2004 11:52 AM  
**Subject:** Dallas Co Orals Planning

**When:** Friday, May 28, 2004 2:00 PM-3:30 PM (GMT-06:00) Central Time (US & Canada).

**Where:** Conference Call

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

**Call In Number:** 1-888-391-8260  
**PassCode:** 337371

215  
542  
5341  
512-  
587-  
68189

Team I do have some flexibility in this timing. If 2 is an issue please let me know.

#### Agenda Items

Review of the Orals agenda provided by Dallas Co

Assignment of action Items

Logistics and timeline for demo rehearsals

Other topics as needed.

\*\*\*\*\*

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2004-May-28  
2:30 PM CST  
Conference Call  
1-888-391-8260  
Passcode: 337371

## Dallas Co. Project Update Meeting

Meeting called by: Floyd, Jeff  
Attendees: Helena Tantillo, Dennis Fields, Richard Sanner, Matt Walker, John Rickerby, Chris Campbell, Katie Fendrich, Kathy Nealy

### Agenda

This was an update meeting to discuss the Dallas County RIIS proposal with Gary and Kathy

- 1 Review of Action Items
  - 1.a See status of items 1 through 16 below
- 2 Review of the Orals agenda provided by Dallas Co.
  - 2.a New action items are listed below from item #17 on. Notes follow
  - 2.b We will be in a new conference room for the orals. It is approx 30X40 with seating for about 30
  - 2.c We expect there to be between 9 and 15 county personnel at the demo.
  - 2.d Team numbers as follows (DRAFT)
    - 2.d.1 BearingPoint =4
    - 2.d.2 Hart = 4
    - 2.d.3 DocuData = 2
    - 2.d.4 Quet = 1
    - 2.d.5 Kathy Nealy = 1
    - 2.d.6 Kathy Blank = 1
    - 2.d.7 Chris Campbell = 1
  - 2.e Other presentations are as follows
    - 2.e.1 AmCad on 6/14
    - 2.e.2 Land Data on 6/16
    - 2.e.3 ACS on 6/17
    - 2.e.4 BearingPoint on 6/23
- 3 Logistics and timeline for demo rehearsals
  - 3.a We have a room in the Dallas BearingPoint office for 21<sup>st</sup> and 22<sup>nd</sup>. Very close to having the 20<sup>th</sup> as well. This will give us time to assemble the equipment and put final touches on the presentation.
- 4 Other topics as needed

### Additional Information

#### Action Items

#	Description	Due Date	Owner
1	Review images on CD to determine suitability for use in demo	2004-05-12	Michael Jones Complete
2	If #1 finds CD data not suitable Chris can get data from county	2004-05-19	Chris Campbell
3	Get demo scanners from vendor	2004-05-??	Dennis Fields



			Complete
4	Specify a Demo DB/App server	2004-05-12	Michael Jones Complete
5	Get Dell to provide a demo server	2004-05-28	Rich Sanner In Process
6	Get Video demo of Pitney Bowes equipment	2004-05-28	Dennis Fields Dropped
7	Mock up an invoice and sample financials showing transparency of reporting and revenue sharing	2004-05-28	Jeff Floyd Draft ready
8	Get Video Testimonials from existing Hart Clients	2004-05-28	Vicki ?? Dropped
9	Schedule room at the Dallas BE office two days before the demo	2004-05-28	Jeff Floyd Complete
10	Rent Projector and large screen for demo	??	Jeff Floyd Not Started
11	Story board process flow charts and Hardware Architecture	2004-05-28	Jeff Floyd
12	Obtain a copy of an ACS contract from a title company	2004-05-14	Kathy Blanck In Process
13	Research Title Company sales	2004-05-??	Jeff Floyd In Process
14	Send Houston ePay proposal to Chris Campbell	2004-05-11	Jeff Floyd Complete
15	Write Marketing Presentation for Kathy Nealy to present	2004-05-28	Katy Fendrich In Process
16	Setup a meeting with Hart to discuss demo points	2004-05-11	Jeff Floyd Not Started
17	Sketch the conference room we will be in for the presentation including location of plugs, screens, chairs etc.	2004-06-04	Chris Campbell
18	Deliver RFP images to DocuData	2004-06-01	Jeff Floyd Complete
19	Print needed images for demo and re-scan them to clean them up.	2004-06-09	Dennis Fields
20	Finalize server and workstation hardware	2004-05-28	Jeff Floyd Draft sent out
21	Determine the tables and misc equipment needed for the demo (LCD projector, Plasma Screen, Wireless Mic, speakers, etc)	2004-06-09	Jeff Floyd
22	Develop a schedule for the demo development	2004-06-03	Jeff Floyd

Kathy-

Nice to meet you -

promised material

is enclosed.

PB

Phillip W. Braithwaite

15500 WELLS PORT DR.

AUSTIN, TX 78728

TEL 512-252-6566 FAX 800-437-3532

PBRAITHWAITE@HARTIC.COM

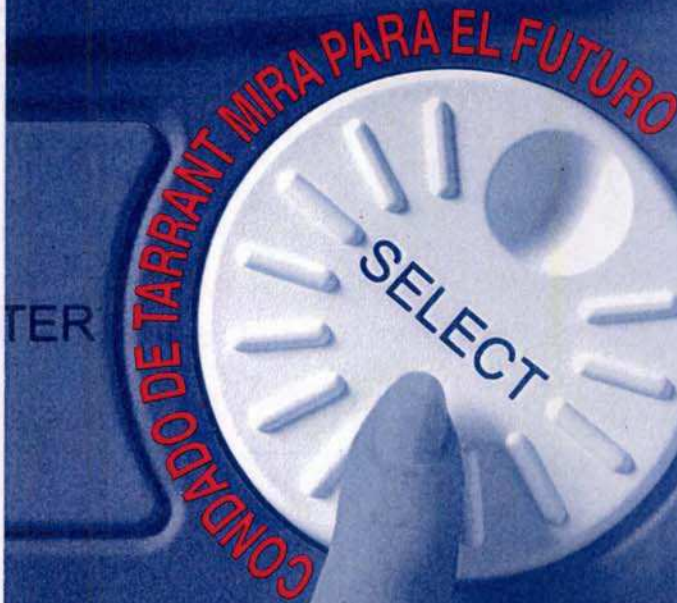
125

126

126

Robert Parten, Administrador de Elecciones

Este Noviembre, los votantes quienes



## Una Introducción al Condado de Tarrant

Nuevo  
Sistema de Votación Electrónico  
para Votar Temprano

votan temprano del Condado de Tarrant figurarán entre los primeros en el país para emitir sus votos usando la siguiente generación de tecnología de votación. El nuevo Sistema de votación electrónico del Condado de Tarrant, llamado eSlate™, proporciona a los votantes quienes votan temprano del Condado de Tarrant con un modo de votar seguro, exacto y confiable.

El nuevo sistema electrónico será instalado en todos los puestos de votación temprana para toda votación temprana en el Condado de Tarrant comenzando con las elecciones de Noviembre de 2001. Los votantes quienes votan temprano y en persona emitirán sus votos en el equipo nuevo de eSlate. Los que votan en el Día de Elecciones seguirán usando la máquina de votación que escudrinó las respuestas.

### UN PROCESO RÁPIDO Y FÁCIL

El nuevo sistema se puede aprender a usar en unos pocos minutos, y no requiere ninguna habilidad de computadora. También le permite repasar y cambiar su selección en cada elección todas las veces que usted necesite antes de finalizar su votación. Hay ayuda disponible, en la pantalla y también en persona de un trabajador capacitado de los puestos de votación si lo necesita.



# ... la siguiente generación de tecnología de votación

El proceso de votación nunca ha sido más fácil:

1. Presente su identificación de inscripción de votante a un funcionario de elección para recibir un código de cuatro números. Este código SÓLO le dice su número de recinto al sistema y la boleta de votación apropiada con la lista de los candidatos y las proposiciones que corresponden a su recinto en particular. El código no PUEDE ser usado para identificarlo a usted, el votante individual. El sistema es completamente privado.
2. Usando la rueda rotatoria, seleccione el inglés o el español para las instrucciones sobre cómo proceder.
3. Luego, el sistema le pedirá que entre el código de cuatro números que usted recibió cuando se inscribió en el sitio de votación. Para lograrlo, use la rueda y el botón "ENTER" (ENTRAR) en el eSlate. Después de entrar su código, la boleta de votación de su recinto aparecerá en la pantalla.
4. Use la rueda para mover una barra brillante por la boleta de votación. Una vez que la barra brillante esté sobre su opción deseada, simplemente apriete el botón grande marcado "ENTER" (ENTRAR).
5. Su selección entonces aparece en negrilla, mientras todos los otros candidatos o proposiciones se descoloran en el fondo, permitiéndole visualmente confirmar cómo usted votó. Si usted hace un error o cambia

de opinión, todo lo que usted tiene que hacer es cambiar la selección — el sistema no le dejará emitir más del número correcto de votos en una elección.



6. Después de que usted haya votado en la última competición en la papeleta de votación, una pantalla aparecerá poniendo en una lista todas las selecciones que usted hizo, dejándole saber si usted omitió alguna votación en alguna elección. Si usted decide no votar en la última competición puesta en la lista en la papeleta de votación, simplemente presione el botón

"NEXT" (SIGUIENTE) para conseguir la pantalla de sumario de la papeleta de votación. De esta pantalla, usted puede hacer correcciones, si lo necesita, para asegurar que se cuenten sus votos de la manera que usted quiera que se cuenten. Cuando usted haya terminado de repasar su papeleta de votación, presione el botón "CAST BALLOT" (EMITA SU VOTACIÓN) para poner su papeleta de votación en la urna electrónica. Usted verá una bandera americana que ondula en la pantalla.



## SI USTED TIENE PREGUNTAS

puede llamar la oficina de elecciones en el Condado de Tarrant al 817-884-1115 para más información acerca del nuevo sistema, o puede visitar al website de elecciones en [www.tarrantcounty.com](http://www.tarrantcounty.com)

## UN SISTEMA DE VOTACIÓN ACCESIBLE PARA TODOS

El Sistema de Votación temprana Electrónico, eSlate, del Condado de Tarrant tiene aspectos que permiten que todos los votantes emitan sus votos en privado, con seguridad y sin ayuda.

Los votantes con deficiencia de la visión pueden usar auriculares para escuchar la papeleta de votación, haciendo sus selecciones usando la misma rueda rotatoria que todos los otros votantes. Los votantes quienes no puede leer el inglés o el español también puede usar los auriculares.

Los votantes que están limitados en su movimiento pueden usar interruptores especiales o interruptores de "sorbo y soplo" (permitiendo que los votantes con grave minusvalía física emitan sus votos usando sólo su aliento)

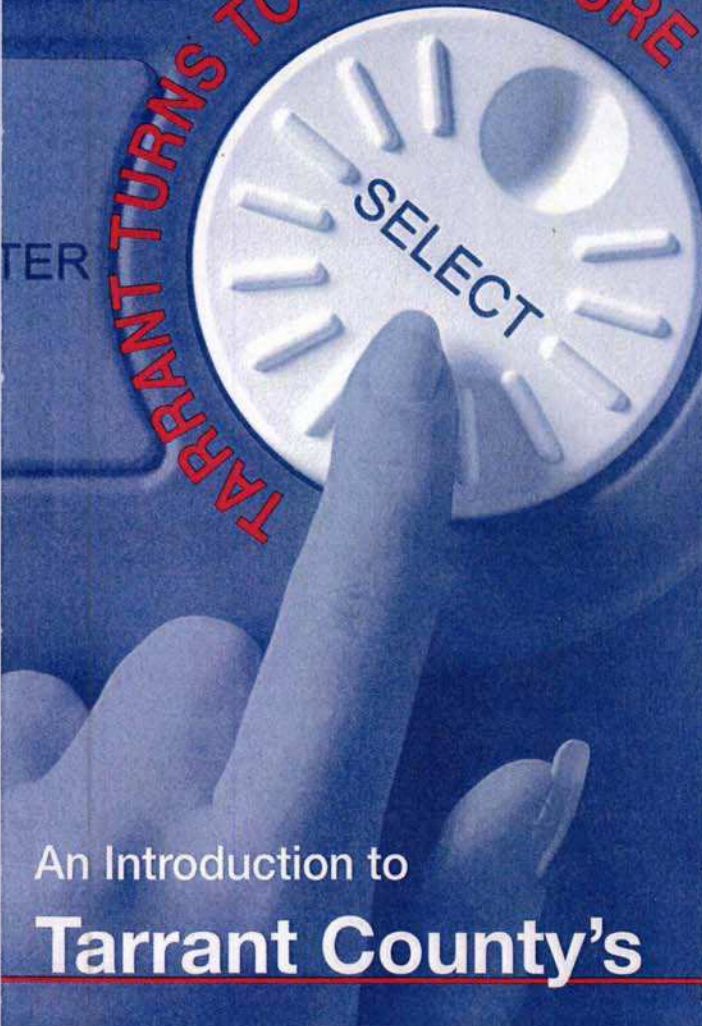




Robert Parten, Elections Administrator

This November, Tarrant County

TARRANT TURNS TO THE FUTURE



TER

SELECT

An Introduction to

## Tarrant County's

New  
Electronic Voting System  
for Early Voting

early voters will be among the first in the nation to cast their votes using the next generation of voting technology. The new Tarrant County Electronic Voting System, called eSlate™, provides Tarrant County early voters with a secure, accurate and reliable way to vote.

The new electronic system will be installed in all early voting locations for all future early voting in Tarrant County beginning with the November 2001 elections. Voters who vote early in person will cast their votes on the new eSlate equipment. Those voting on Election Day will continue to use the optical scan ballot.

### A QUICK AND EASY PROCESS

The new system can be learned in just minutes and requires no computer skills. It also allows you to review and change your selection in each race as often as you need to before finalizing your ballot. Help is available both on the screen and in person from a trained pollworker if needed.



The voting process has never been easier:

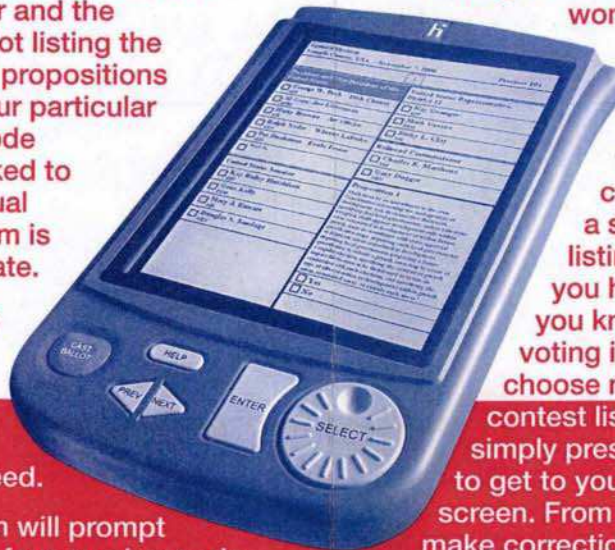
1. Present your voter registration identification to an election official to be given a four-number code. This code **ONLY** tells the system your precinct number and the appropriate ballot listing the candidates and propositions that apply to your particular precinct. The code **CANNOT** be linked to you, the individual voter. The system is completely private.

2. Using the rotary wheel, select English or Spanish for instructions on how to proceed.

3. Next, the system will prompt you to enter the four-number code you received upon check-in at the voting site by using the wheel and ENTER button on the eSlate. After entering your code, the ballot from your precinct will appear on the screen.

4. Turn the rotary wheel to move a highlight bar through the ballot. Once the highlight bar is on your desired choice, simply press the large button marked ENTER.

5. Your choice then appears in boldface type, while all the other candidates or propositions fade into the background,



... the next generation of technology

allowing you to visually confirm how you voted. If you make a mistake or change your mind, all you have to do is change the selection — the system won't let you cast more than one vote in any race.

6. After you have voted in the last contest on the ballot, a screen will appear listing all the choices you have made, letting you know if you missed voting in any race. If you choose not to vote in the last contest listed on the ballot, simply press the NEXT button to get to your ballot summary screen. From this screen, you can make corrections, as needed, to be sure your votes are counted the way you want them to be. When you are finished reviewing your ballot, press the CAST BALLOT button to put your ballot into the electronic ballot box. You will see an American flag waving on the screen.



## IF YOU HAVE QUESTIONS

contact the Tarrant County Elections Office for more information about the new system by calling 817-884-1115 or visiting the elections website at [www.tarrantcounty.com](http://www.tarrantcounty.com).

## AN ACCESSIBLE VOTING SYSTEM FOR ALL

The Tarrant County eSlate Electronic Early Voting System has features that allow all voters to cast their votes privately, securely and without assistance.

Visually impaired voters may use headphones to hear the ballot, making their selections using the same rotary wheel as all other voters. Voters who cannot read English or Spanish can also use the headphones.

Voters who have limited movement may wish to use special switches or "sip and puff" switches (allowing severely physically disabled voters to cast their ballot using only their breath).





*Votar Travis Votar*  
*En nombre de la libertad.*

## *Un mensaje del Secretario del Condado de Travis*



Una Introducción al

### **Nuevo Sistema de Votación del Condado de Travis**

El Condado de Travis ha entrado a una nueva época en elecciones. Votantes ahora emitirán sus votos por eSlate, la siguiente generación de tecnología de votación. El sistema les ofrece a los votantes del Condado de Travis un modo de votar seguro, exacto, y accesible.

El sistema nuevo, el cual estará disponible para votantes quienes voten durante el plazo designado para la votación anticipada en las elecciones de noviembre de 2002, servirá a todos los votantes para cada elección a partir de entonces. Para asegurar que todos los votantes sepan usar el sistema nuevo, mi oficina ha establecido un programa continuo de educación y de alcance para los votantes. Para programar una demostración para su asociación, organización, negocio, o vecindad o para servir como trabajador en alguna elección, favor de llamar al 238.VOTE(8683). Y recuerde que es importante **Votar Travis Votar...** en nombre de la libertad!

*Dana DeBeauvoir*

Dana DeBeauvoir  
 Secretario del Condado de Travis





# Nunca Ha Sido Mas Fácil Votar

Se puede aprender el sistema nuevo en unos cuantos minutos, y no requiere ninguna técnica especial. Solamente haga girar una rueda para destacar su selección y oprima un botón para marcar su preferencia. También notará un Resumen de Boleta que indicará cómo marcó su boleta. Si nota algo en el resumen que quiera cambiar, favor de hacer los cambios apropiados. Podrá hacer cambios sin preocuparse de arruinar su boleta o hacer más selecciones que las que se permiten.

Y si llega a necesitar ayuda, favor de oprimir el botón marcado HELP, el cual mostrará las instrucciones por escrito sobre la pantalla o le avisará a un trabajador en el sitio de votación que tiene alguna pregunta.



# Un Proceso Rápido y Seguro



## Paso 1

Como siempre, presente su identificación de inscripción de votante a un funcionario de elección. Le darán un código de cuatro números. Este código SOLO indica al sistema su número de precinto y así la boleta de votación apropiada con la lista de los candidatos y las proposiciones que correspondan a su precinto en particular. El código NO PUEDE indicar que usted es el votante. El sistema es completamente privada y confidencial.

## Paso 2

Usando la rueda marcada SELECT destaque el idioma que prefiere leer la boleta. Escoja inglés o español, y oprima el botón marcado ENTER.

## Paso 3

Luego, el sistema le pedirá que marque el código que recibió cuando se inscribió. Gira la rueda al primer número y oprima ENTER. Repita con los demás números, y oprima ENTER después de cada número. Tan pronto como termine de votar, su boleta aparecerá en la pantalla.

## Paso 4

Gire la rueda para mover la barra a través de la boleta. Cuando la barra destaque su opción deseada, simplemente oprima el botón ENTER.

## Paso 5

Su selección aparecerá en letra negra mientras que los nombres de todos los otros candidatos o proposiciones se descoloren en el fondo. El espacio cuadrado al lado de su selección se convertirá en un color rojo, así facilitando una confirmación visual de su voto. Usted puede cambiar sus selecciones o corregir un error simplemente por girar la rueda a otra selección y oprimir el botón marcado ENTER.

## Paso 6

Después de que usted ha votado en la última competencia en la boleta, la pantalla indicará el Resumen de Boleta listando todas las selecciones que usted ha hecho, y al mismo tiempo dejándole saber si usted haya omitido alguna candidatura.

Si usted decide no votar en la última competencia que aparece en la boleta, simplemente oprima el botón NEXT para conseguir el Resumen de Boleta en la pantalla. De esta pantalla, usted todavía puede hacer los cambios y correcciones necesarios. Este repaso le ayuda asegurar que sus votos se cuenten en la manera deseada.

Cuando usted ha terminado de repasar su boleta, oprima el botón rojo marcado CAST BALLOT para terminar de votar y deposite su boleta en la caja de boletas electrónica. Usted notará una bandera norteamericana que ondula en la pantalla indicando que ha terminado de votar.

## UN SISTEMA DE VOTACIÓN ACCESIBLE PARA TODOS

El sistema de Votación Electrónica, eSlate, del Condado de Travis tiene aspectos que permiten que todos los votantes emitan sus votos en privado, con seguridad y sin ayuda.

Los votantes ciegos o con deficiencias visuales podrán usar auriculares para escuchar la boleta, haciendo sus selecciones usando el mismo método en el mismo sistema de votar que todos los otros votantes. Los votantes que tienen dificultades leer bien también podrán usar los auriculares.

Los votantes que están limitados en su movimiento de cuerpo superior podrán usar interruptores especiales o interruptores de "sorbo y soplo" (permitiendo que los votantes con graves minusvalías físicas emitan sus votos usando solo su aliento).

## PARA OBTENER MAS INFORMACIÓN

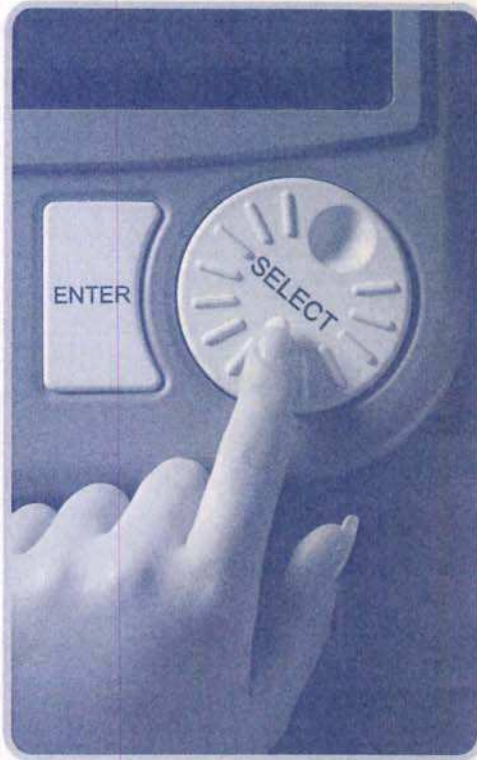
Comuníquese con la oficina del Secretario del Condado de Travis por llamar al **238.VOTE(8683)** o por consultar al Internet para información sobre elecciones del Secretario del Condado de Travis en [www.VoteTravisVote.org](http://www.VoteTravisVote.org).





*Vote Travis Vote*  
*Turn to the spirit of freedom.*

*A message from the*  
*Travis County Clerk*



An Introduction to

## Travis County's New Voting System

Travis County has entered a new era in elections. Voters will now use the eSlate™, the next generation of voting technology, to cast their ballots. The system provides Travis County voters with a secure, accurate, and accessible way to vote.

The new voting system, ready for use by early voters during the November 2002 elections, will serve all voters for every election thereafter. In an effort to ensure all voters are aware of how to use the new system, my office has established an ongoing Voter Education and Outreach program. To schedule a demonstration for your club, organization, business, or neighborhood or to serve as an election worker, call 238.VOTE(8683). And remember, it's important to **Vote Travis**  
**Vote...**turn to the spirit of freedom!

*Dana DeBeauvoir*

Dana DeBeauvoir  
 Travis County Clerk





# Voting Has Never Been Easier

# A Quick & Secure Process



The new voting system can be learned in a couple of minutes and requires no special knowledge. You just turn a wheel to highlight your selection and push a button to mark the choice. You will also see a Ballot Summary that shows how you marked your ballot. If you see something on the summary you want to change, go ahead. You can change your mind without worrying about ruining your ballot or selecting more choices than allowed.

And a HELP button is built in should you need it, bringing printed instructions to the screen or notifying a poll worker you have a question.



## Step 1

As always, present your voter registration identification to an election official. You'll then be given a four-number code. This code **ONLY** tells the system your precinct number and which ballot has the correct set of candidates and propositions for your particular precinct. The code **CANNOT** be linked to you. The system is completely private.

## Step 2

Using the **SELECT** wheel, highlight the language in which you would like to read the ballot, English or Spanish, and press the large button labeled **ENTER**.

## Step 3

Next, the system will prompt you to enter the four-number code you received when checking in. Turn the wheel to the first digit and press **ENTER**. Repeat for the remaining numbers pressing the **ENTER** button after each selection. As soon as you've finished, your ballot will appear on the screen.

## Step 4

Turn the wheel to move the highlight bar through the ballot. Once the highlight bar is on your desired choice, simply press **ENTER**.

## Step 5

Your choice will appear in boldface type, while all the other candidates or propositions fade into the background. The box beside your choice will turn red, making it easy to visually confirm how you voted. Remember, you can change your mind or correct a mistake by simply turning the wheel to another choice and pressing **ENTER**.

## Step 6

After you have voted the last contest on the ballot, a Ballot Summary screen will appear listing all the choices you have made, letting you know if you missed voting in any race.

If you choose not to vote in the last contest on the ballot, simply press the **NEXT** button to get to the Ballot Summary screen. From this screen you can still make changes or corrections, if needed. This review helps you be sure your votes are counted the way you want them to be.

When you have completed your review, press the red **CAST BALLOT** button to finish voting and put your ballot into the electronic ballot box. You will see an American flag waving on the screen, indicating you have finished voting.

## AN ACCESSIBLE VOTING SYSTEM FOR ALL

The Travis County eSlate Electronic Voting System has features that allow all voters to cast their votes privately, securely, and without assistance.

Voters who are visually impaired or blind may use headphones to hear the ballot, making their selections on the same voting system as all other voters. Voters who have difficulty reading can also use the headphones.

People who have limited upper-body movement or control may wish to use special switches or their own "sip and puff" device (allowing voters with severe physical limitations to cast their ballot using only their breath).

## FOR MORE INFORMATION

Contact the Travis County Clerk's Office by calling **238.VOTE(8683)** or visit the Travis County Clerk's elections Web site at [www.VoteTravisVote.org](http://www.VoteTravisVote.org).





# Voter Education

★ Introducing the eSlate™ Electronic Voting System to the Community

**Hart InterCivic's award winning Voter Education and Outreach program is customized to meet the needs of each customer, ensuring all voters are confident, competent and excited about the eSlate System when they come to the polls.**

Hart InterCivic leads the industry in the development of voter education programs that support the implementation of new electronic voting systems. For example, HarrisVotes!, the comprehensive voter education program developed by Hart InterCivic for Harris County, Texas, has received national recognition as *PR Week* magazine's Community Relations Program of the Year for 2002 and recognition from NACRC for excellence in election practices. Hart InterCivic's voter education and outreach philosophy is straightforward:

- Outreach must be proactive and inclusive, reaching out to all voters in the community.
- The program must reflect the unique demographic and environment of each eSlate installation.
- The program must leverage local resources through community-based partnerships with advocacy groups, trade and professional organizations, chambers of commerce, political subdivisions, and others.
- The program should employ multiple media and multiple channels to reach the largest possible audience of voters.

## Leverages Community Resources

Hart InterCivic has a proven track record of working with local election officials to identify key community organizations, employers, community leaders and opinion-makers. Hart InterCivic then provides a program that enlists their support to help deliver information about the new voting system to their constituents, members, and employees.

## Integrated Program with Customized Multilingual Materials

Hart InterCivic was the first company in the election systems industry to offer a comprehensive voter education program, incorporating a wide range of integrated outreach and communication mechanisms, including flyers, videos, visual displays, Internet sources, and public service and paid commercial announcements through the media. Through our experience, we have developed a library of multilingual materials, including brochures, advertisements, displays, Web content, videos, and more. These materials are ready to be customized to each customer's requirements.

## Experienced Communication Team

Hart InterCivic's Voter Education Team includes individuals with more than twenty years of experience in

strategic communication, public relations, public affairs, community outreach, and elections, providing election officials with a skilled team to support their voter education initiatives. Hart InterCivic also identifies and partners with local communications professionals who bring knowledge of the community to assist in the voter education program implementation.



**Hart InterCivic placed billboards around Harris County, in English as well as Spanish, to introduce eSlate.**

## Scalable and Localized

Because each community is unique, our voter education program includes an initial community assessment to determine the special needs and resources of each jurisdiction. Hart InterCivic's voter education program offers a range of tactics from which the customer may choose in order to complement and strengthen existing voter education activities.

The suggested activities have been used successfully in other locations and range from Public Service Announcements to direct mailing or voting system demonstration sites in popular venues. This menu of options allows each jurisdiction to select the techniques that best match the needs of their particular citizen base. Through this approach, we have successfully reached voters in smaller communities such as the City of Charlottesville, Virginia, with 19,000 registered voters, as well as large, complex urban areas such as Harris County, Texas, the nation's third largest county with 3.1 million citizens and 1.9 million registered voters. Hart InterCivic can scale this program to meet the needs of any of our customers.

You vote. It counts.™

**MAXIMUS**  
HELPING GOVERNMENT SERVE THE PEOPLE®

**HART**  
intercivic™

800.223.HART • [www.hartintercivic.com](http://www.hartintercivic.com)



## **SAMPLE CUYAHOGA COUNTY VOTER EDUCATION AND OUTREACH PLAN**

Introducing the new Cuyahoga County eSlate™ Electronic Voting System to the Cuyahoga County community will require a coordinated program of community outreach that recognizes the County's demographics and cultural diversity. The outreach program must be inclusive, seeking to deliver information about the new voting system and the importance of participating in the electoral process to all eligible voters in Cuyahoga County. The program must assure that no one is left uninformed because the program failed to reach out to a particular segment of voters. The program must take into consideration race, ethnicity, age, gender, religion, lifestyle, socio-economic status, place of residence within the county, educational attainment, party affiliation or non-affiliation, or any other discriminator.

Consider the following facts about the population of Cuyahoga County:

- As of the 2000 census, Cuyahoga County has grown to a population of 1,393,978, making it the largest county in Ohio and the 23<sup>rd</sup> largest in the United States.
- 27.4 % of Cuyahoga County's population is Black or African-American; 3.4 % is Hispanic or of Latin origin and 1.8% is Asian.
- 15.6 % are over the age of 65.
- 18.4 % of residents aged 21 to 64 report having a mobility or self-care limitation, and 41.9 % of residents over the age of 65 also report a disability of some nature.
- 11.1 % say they speak a language other than English at home, and almost half of them report that they "do not speak English very well."
- 18.4 % of adults over the age of 25 have less than a high school degree; almost 25 % of those did not complete education beyond 9<sup>th</sup> grade.
- 36.8 % of households are renter occupied.
- There are 59 cities in Cuyahoga County according to NACo.

Each of these facts has implications for the way Cuyahoga County election officials must reach out to the community and manage Cuyahoga County elections and, in many cases, may affect the way the citizens approach the electoral process.

At the same time, the outreach effort must be effectively coordinated with other community education efforts, such as get-out-the-vote and poll worker recruitment, in order to minimize confusion and inefficiency.

Effectively executed, we believe that the introduction of the new voting system can contribute to a renewed enthusiasm in the democratic process and an increase in voter participation. Therefore, Hart InterCivic is proposing that the Cuyahoga County Board of Elections launch an ongoing program of community outreach and education. In order to support this program, Hart InterCivic is joined by the Cleveland-based public relations firm of Liggett-Stashower.

Liggett-Stashower's principals and professional staff have an extensive and diverse experience base, and bring decades of experience in developing and

executing public outreach and awareness programs in Cuyahoga County. Both Hart InterCivic and Liggett-Stashower's voter education teams consist of individuals with extensive expertise in marketing, public relations, government affairs and community relations. The following activities will be considered as part of the Cuyahoga County Voter Education Initiative:

### **1. COMPLETE A COMMUNITY VOTER EDUCATION ASSESSMENT**

Immediately upon contract execution, Hart InterCivic and Liggett-Stashower will meet with Cuyahoga County election officials to review the County's history of efforts to educate voters on election matters. The results of the data collection will be analyzed and a comprehensive voter education program developed.

### **2. THE CUYAHOGA COUNTY VOTER EDUCATION INITIATIVE PARTNER PROGRAM**

The Cuyahoga County Voter Education Initiative will partner with media organizations, businesses and community organizations that agree to promote voter education activities, Web site, etc. Of particular importance are media organizations that can play a key role in periodically promoting the Web site, Cuyahoga County Voter Education Initiative events, feature stories and public service announcements (PSAs). A partial list of potential media partners is included at the end of this section.

### **3. THE CUYAHOGA COUNTY VOTER EDUCATION COMMUNITY OUTREACH ADVISORY PANEL**

Support from all segments of Cuyahoga County will be critical to this campaign and will be developed through the establishment of an Cuyahoga County Voter Education Community Advisory Panel. The Panel will consist of community leaders drawn from major organizations that represent various segments of the community and appointed by the Cuyahoga County Board of Elections Director. The Panel will meet intermittently to guide the County's outreach efforts, and members will be asked to champion voting initiatives in their respective organizations and among their constituents. A partial list of organizations that might serve as a source of members for the advisory panel is included at the end of this section.

### **4. THE CUYAHOGA COUNTY VOTER EDUCATION INITIATIVE SPEAKERS' BUREAU**

Members of the Community Outreach Advisory Council, volunteers from community organizations, representatives of the Board of Elections office and other County offices, and other volunteers can form the nucleus of a Voter Education speakers' bureau. The Cuyahoga County Voter Education Initiative will actively solicit opportunities to appear before community organizations and deliver key messages. Each speakers' bureau volunteer will be trained to operate the new equipment and be prepared to demonstrate it at community presentations.

Speaking to seniors' organizations will be of particular importance, as senior citizens vote in very high numbers and are more likely than other demographics to be wary of new technology. Past speakers' bureau experience has found that organizations—such as the Lions Club and Rotary—located in senior communities are often eager for speakers. Cooperative efforts with local

hospitals, which have existing senior outreach programs, are another method for reaching out to the community.

## **5. VOTER EDUCATION MATERIALS**

Basic collateral material will be required, including a brochure, a "how to" description of the new system, a standard poster or posters, letters for direct mail and a Cuyahoga County Voter Education Initiative Web site.

Speakers' bureau volunteers can distribute brochures and posters after public presentations and volunteers can distribute brochures at presentation locations. The Web site will serve as resource for citizens looking for information on where, when and how to vote and will serve as an online registration resource for voters. The direct mail piece can be distributed to community and business leaders, and will serve as an additional resource for speakers' bureau volunteers.

## **6. EMPLOYER PARTNERSHIPS**

An efficient way to reach a large number and a wide variety of the Cuyahoga County population will be to partner with the largest employers in the Cuyahoga County area. For example, Aga Gas, Inc., Goodyear Tire & Rubber Company, Akron General Medical Center, ICI Paints, American Greetings Corp., The Cleveland Clinic, and many others, including Cuyahoga County itself, are also potential venues for demonstrations, and can be approached about distributing information to employees. The Cuyahoga County Voter Education Initiative will provide informational materials, posters, and other support information.

## **7. THE CUYAHOGA COUNTY VOTER EDUCATION INITIATIVE WEBSITE**

The Web site will be launched at the same time the Cuyahoga County Voter Education Initiative is announced. The Web site will include voter registration information, details about upcoming elections and illustrations and demonstrations of how to use the new equipment. Links to the Voter Education Initiative Web site can also be placed on related Web sites, including Cuyahoga County's homepage, Web sites of other local political subdivisions and employers, the Web sites of our media partners and the sites for chambers of commerce and civic organizations.

## **8. CUYAHOGA VOTER HOTLINE**

We will set up a toll-free number that residents can call to obtain more information on the system and how it will be used. Information provided on the hotline will include general information and upcoming events at which they can learn more and see the system demonstrated.

## **9. THE CUYAHOGA COUNTY VOTER EDUCATION INITIATIVE ROADSHOW**

The Voter Education roadshow will include a series of appearances throughout the community — at community centers, senior centers, malls and shopping centers, libraries and other public areas — to take place prior to the election. Each road show event can create an opportunity for promotion by The Cuyahoga County Voter Education Initiative partners. An example of the type of activity that would be held as part of the roadshow is the eSlate public demonstration that



was held at the Gund Arena during a Cleveland Cavaliers game on January 31, 2002. This event was held in conjunction with the Cleveland Cavaliers marketing department and features eSlates set up in several locations where game attendees could vote for their favorite Cavalier.

At certain locations, such as libraries and community centers, permanent displays can also be established.

## **10. THE CUYAHOGA COUNTY VOTER EDUCATION INITIATIVE MAILING**

Direct mail is the perfect medium for explaining detailed information or instructions because it offers direct communication with a targeted audience. The Hart InterCivic team will actively contact local utilities to solicit opportunities for inserting voter education materials in customer mailings. Depending on resources available, direct mail programs from the Board of Elections office will also be considered. For example, when Cuyahoga County used the eSlate Electronic Voting System for the Primary Elections in Cleveland's Ward 13 polling locations during on May 7, 2002, a direct mail campaign with eSlate voter instructions was sent to all Ward 13 registered voters in cooperation with the Cuyahoga County Board of Elections and the Ward 13 councilman.

## **11. SPECIAL ACTIVITIES**

Educating the public in open and fun atmospheres lends itself to communicating with a variety of audiences. It also removes the mystery and intimidation some citizens feel about the voting process. Such events are a part of the Cuyahoga County culture, and any important, visible public initiative cannot afford to overlook these opportunities. Participation should be planned around specific events with great significance in the community.

### **11.1 Kids Vote Days**

Hart InterCivic has conducted special programs in schools in Ohio, Texas and Colorado including a successful event at Euclid Middle School in Cuyahoga County on October 14, 2002 where 400 students used eSlates to vote on school issues. Such events are excellent media opportunities, and demonstrating the ease with which youth (including Kindergartners) can use the system can influence adult comfort. Working in conjunction with schools, the Cuyahoga County Voter Education Initiative will conduct voting sessions in selected schools throughout the County.

### **11.2 An Aggressive "Forward-This" Friend-to-Friend Email Campaign**

Email is the fastest and most convenient method of communication for many Cuyahoga County residents. A "viral" email campaign using requests to forward pre-developed, informative messages about electronic voting would be utilized.

## **12. MEDIA OUTREACH AND ADVERTISING**

The media offer one of the most effective delivery systems for speaking to the public in a quick and dynamic fashion. The following media measures will be

taken to introduce The Cuyahoga County Voter Education Initiative to the public:

### **12.1 Media Partners**

The Cuyahoga County Voter Education Initiative will work with several media partners in Cuyahoga County to get the message out simply and repeatedly. Print media will be asked to sponsor a special media insert that will include instructions on how to use the new e-voting machines and voting information such as poll locations and voting times. Broadcast media will be asked to sponsor public service announcements (PSAs).

### **12.2 Public Service Announcements**

A Cuyahoga County Voter Education Initiative broadcast partner will be solicited to produce the PSAs and air the announcements at select times leading up to Election Day.

### **12.3 Media Kits**

Media kits will be developed that will include basic information on the voting machines and the significance of participating in the voting process. The kits will be distributed to all local media before interviews and special events.

### **12.4 Editorial Coverage and Contributed Articles**

The editorial section of the daily newspaper offers a great opportunity to inform and educate the public. Meetings will be scheduled with representatives of the Registrars office and local editors to inform them about the importance of electronic voting to Cuyahoga County voters and to encourage editorial coverage. In addition, op-editorials will be developed and submitted to local media.

### **12.5 Media Appearances**

The final chapter of the media blitz will take place the week prior to the beginning of the first use of the system. TV and radio appearances will be scheduled intermittently for The Cuyahoga County Voter Education Initiative spokespersons at all available local stations as a final reminder to the public of the significance in getting out to vote on Election Day.

### **12.6 Partial List of Cuyahoga County Media and Gateway Organizations**

This list of organizations is intended to provide a **partial** directory representing the type of organizations whose support would assist the Cuyahoga County Voter Education Initiative, and from whom The Cuyahoga County Voter Education Initiative Community Outreach Advisory members can be selected.

### **Cuyahoga County Businesses/Employers**

- Aga Gas, Inc.
- Goodyear Tire & Rubber Company
- Akron General Medical Center

- ICI Paints
- American Greetings Corp.
- The Cleveland Clinic
- Avalonbay Communities, Inc.

## **Cuyahoga County Community Organizations**

### **Business Organizations / Chambers of Commerce**

- Cuyahoga County Chamber of Commerce
- Cleveland Chamber of Commerce
- Cleveland Visitors and Conventions Bureau
- Northeast Ohio Regional Alliance

### **Social/Fraternal/Service Organizations**

- Elks Clubs
- Fraternal Order of Eagles
- Knights of Columbus
- Loyal Order of the Moose
- Masonic Organizations
- Lions Clubs
- Rotary Clubs
- Kiwanis Clubs

### **Veterans Organizations**

- American Legion Posts
- Catholic War Veterans
- Disabled American Veterans
- Veterans of Foreign Wars Posts
- Vietnam Veterans of America

### **Community & Neighborhood Organizations**

- Citizens League of Greater Cleveland
- Young Citizens League
- Northeast Ohio Political Science Network
- The City Club
- Junior League of Cleveland, Inc.

### **Ethnic Organizations**

- Greater Cleveland Urban League
- Jewish Community Center of Cleveland
- Cleveland Irish-Americans
- Italian-American Club of Cleveland
- Jewish Family Service Association of Cleveland

### **Political Organizations**

- League of Women Voters of Cuyahoga County (includes 10 Leagues within County)
- League of Women Voters of Cleveland
- Ohio Republican Party of Cuyahoga County
- Lakewood Republican Club of Cuyahoga County
- Cleveland State University College Republicans



- Ohio Democratic Party of Cuyahoga County
- Ohio Young Democrats Region 3 (NE)
- Ohio Young Democrats Cuyahoga County
- Ohio College Democrats Region 2 (NE)

#### **Colleges and Universities**

- Mount Union College
- Cleveland State University
- Case Western Reserve University

#### **Organizations for People with Disabilities**

- American Diabetes Association
- Epilepsy Center
- Muscular Dystrophy Association
- Cleveland Federation for the Blind
- Deaf Services of Cleveland

#### **Labor Organizations, Councils & Locals**

- AFSCME Ohio United
- AFL-CIO Federation of Labor
- AFTRA (American Federation of Television & Radio Artists)
- Amalgamated Transit Union, Local 268
- Bricklayers & Mason Union No. 5
- Carpenters District Council & Affiliated Local Unions
- Cleveland Firefighters Union
- Communication Workers of America Printers Sector Local 4340
- Hotel Employees & Restaurant Employees Union Local 10
- Pipefitters Union Local 120
- Professional Musicians of Greater Cleveland Local 4
- Teamsters Joint Council 41
- United Transportation Union

#### **Organizations for Senior Citizens**

- Area Office on Aging of Cleveland
- Aristocrat South Health Care Center
- Golden Age Centers of Greater Cleveland Inc
- Gunning Park Golden Age Center
- Home Instead Senior Care
- Olmsted Falls Jenkins Center
- Seniors Home Advantage, Inc.

#### **Cuyahoga County Local Media**

##### **Television**

- WKYC-TV 3 NBC
- WEWS-News 5 ABC
- WOIO-19 CBS
- WUAB-43 UPN
- WJW-8 FOX

**Radio**

- WTAM-AM 1100
- WEOL-AM 930
- WNWV-FM 107.3
- WRMR-AM 850
- WDOK-FM 102.1
- WGAR-FM 99.5
- WCLV-FM 95.5
- WKSU-FM 89.7

**Print**

- *The Plain Dealer*
- *Associated Press – Cleveland Bureau*
- *The News – Herald*
- *Elyria Chronicle-Telegram*
- *Lorain Morning Journal*
- *Medina County Gazette*
- *Willoughby News-Herald*
- *Crain's Cleveland Business*
- *Inside Business*
- *Sun Newspapers*
- *Call and Post*
- *City News & Scene*

All professional fees for the Cuyahoga County Voter Education Initiative will be covered under the voter education line item in Hart InterCivic's proposal to Cuyahoga County. All costs associated with production, printing, advertising, video replication, Website hosting, toll-free voter hotline set-up and maintenance charges, postage and related costs, other than professional fees, will be the responsibility of Cuyahoga County.

April 6, 2004

## ADDENDUM NO. 2

RFP NO. 2004-064-1485

### RECORDING, INDEXING & IMAGING SYSTEM FOR THE COUNTY CLERK'S OFFICE

**WHEREAS**, Dallas County solicitation RFP No. 2004-064-1485 is hereby amended to reflect the following specification clarifications/modifications:

- Page 15 of the proposal is hereby replaced with page 15(a)
- Page 29 and 30 of the proposal is hereby replaced with pages 29(a) and 30(a)

**WHEREAS**, in addition, the following information is being provided in response to the written questions submitted to the Purchasing Department and/or clarifications made to the RFP

**Question #1:** Please provide the job descriptions and pay scale for classifications listed in the high level organization chart on page 15 of the Dallas County Recording and Document Management Project Phase I Deliverable.

**Answer:** *See attached*

**Question #2:** Is it your intention to fulfill this solution with a M/WBE (historically underutilized businesses) vendor?

**Answer:** *Dallas County is looking for the best solution that offers the best overall value for Dallas County.*

**Question #3:** Is this solution funded to be implemented within 90 days of your vendor decision? Is it funded 100% in 2004?

**Answer:** *An implementation schedule has not been established. Funding is available.*

**Question #4:** Are you planning to wrap Electronic Records Management within the solution? (This would provide a set of rules that determine the timeframe for eventual destruction of the electronic documents.)

**Answer:** *Solutions should be compliant with State Statute. Please refer to page 10 of the RFP - most of the records in the scope of this project are permanent.*

**Question #5:** Does Dallas County have a Records Manager involved with this project? Does Dallas County have one at all? Who would this be? (Is it a different person for each of the Dallas County departments?)

**Answer:** *The County Clerk, Cynthia Figueroa Calhoun, is the Records Manager for the office of County Clerk.*

**Question #6:** Reference Page 33 (Section 5.0, second paragraph) and Page 41 (section entitled "Loss, Damage or Claim"): The referenced sections appear to contain contract rather than RFP terms. Does the County intend these provisions to apply solely to RFP process or the ultimate contract for this project? If they are to apply to the ultimate contract, would these terms be in addition to those in the sample contract in Exhibit 1 and, if so, are there any other contractual terms elsewhere in the RFP or otherwise that the County anticipates utilizing in the terms of the final contract in connection with this procurement?

**Answer:** *The terms of the contract are subject to modifications, additions, and/or revisions as deemed necessary and in the best interest of Dallas County including any terms that may be in the RFP or Exhibit 1.*

**Question #7:** Reference Page 39 (Section 22.0) and Exhibit 1: We note that the County is requesting the offerors' standard terms as well as proposing its own standard contract. Does the County intend to use all of these documents in negotiating the final contract for this project? Are there any terms in Exhibit 1 that the County deems to be mandatory for any contract for this project? If so, what terms are those?

**Answer:** *Dallas County will take into consideration all documents provided for in Section 22.0 in negotiating a final contract.*

*Mandatory terms are included in the Exhibit 1. The terms in the RFP and Exhibit 1 are subject to modifications and/or revisions as deemed necessary and in the best interest of Dallas County.*



- Question #8:** Reference Exhibit 1: Is the offeror required to identify any exceptions that it may have to terms in the sample contract (or any other terms or specifications elsewhere in the RFP) in its proposal?
- Answer:** *Since the terms of the final contract will be negotiated at a later date, it is not necessary for the offeror to identify any exceptions in their initially submitted proposal.*
- Question #9:** Reference Page 42 (section entitled "County's Commitment," third paragraph): Will the awardee or bidders be permitted to perform any due diligence to validate the information supplied by the County?
- Answer:** *Due diligence meetings will be scheduled with vendors selected for site visits.*
- Question #10:** On page 7 of the Request for Proposal, there is an indication that the "goal with the upgraded system is to automate and streamline ...steps and to significantly reduce the number of touch points in the process as reflected below." How does Dallas County anticipate that the number of pages will be reduced from 75,000 to 62,500 in managing the average daily volumes of 2,500 documents, and subsequently to 52,500 pages with the new model?
- Answer:** *The table on page 7 refers to the number of times each page of a document is touched, not the number of pages contained in a document. By eliminating the volume/page concept, Dallas County staff will no longer be required to stamp the volume/page number on each page of every document, thus reducing the number of times the pages are touched.*
- Question #11:** On page 17, there is a diagram of a filing model for documents within the Recording Department. Would it be possible to propose a model whereby an outside vendor provided both scanning and indexing services. The assumption here would be that the scanned images would be the sole property of Dallas County, and that those scanned images would be released for indexing and to other interested parties simultaneously, after quality control procedures had been completed.
- Answer:** *Yes, as long as the documents remain on County property, as mentioned on page 19 of the RFP.*
- Question #12:** The last paragraph of page 17 indicates that the new system will create electronic rejection letters. Under the scenario envisioned for the new system, who would be responsible for sending the rejection letters to those who were attempting to file documents? Would rejection letters be mailed out by the organization that was also responsible for returning the original, filed documents? If someone other than Dallas County will manage the return of documents rejected for filing, what statistical information is available regarding the number of documents rejected during past years?
- Answer:** *County staff would be responsible for sending rejection letters for documents filed over the counter. Statistical information regarding number of documents rejected is not readily available and is not relevant for the scope of this RFP.*
- Question #13:** Does Dallas County anticipate that it will make use of a GF number within the index? At what point does Dallas County envision that the GF number would be captured...during cashiering or during indexing?
- Answer:** *The County envisions that the GF number would be captured during cashiering. The County is open to including the GF number on the index.*
- Question #14:** Does Dallas County anticipate that it will capture additional index-related information such as first grantee or first grantor during the cashiering process? The response to this question will likely have an impact on the outsourced indexing costs that the county will bear.
- Answer:** *No, for the purposes of this RFP, the vendor should assume that limited index-related information will be captured at the cashiering station. Please document all assumptions related to indexing scope and costs.*
- Question #15:** Page 18 refers to a requirement for scanners that they have auto-page size detection and duplex (double-sided) scanning capabilities. What is the maximum size document that is allowed for recording?
- Answer:** *Refer to page 10 of the RFP for typical document sizes. Also refer to requirements 40.9 and 41.9.*

**Question #16:** Page 19 references the use of an "exception list" that the contractor would generate and provide to Dallas County for research purposes. What listing of exceptions can the county provide for potential indexing contractors at this time?

**Answer:** *Potential exceptions could include: missing or duplicate page, illegible stamp or barcode, skewed or illegible image, etc. This list is presented for illustrative purposes only and is not comprehensive.*

**Question #17:** Page 19 also suggests the use of a microfilm creating network device. Is it a Dallas County requirement that such a device be owned and operated by the County, or would the County be interested in having the microfilm generated as an additional service? There may be cost savings associated with providing microfilm to the county on a services basis.

**Answer:** *The County is open to alternatives. Please reflect pricing for optional services on Attachment I: Optional Services Cost Table.*

**Question #18:** Page 20 refers to the use of a Control/Mail staff for preparation of labels and for stuffing of envelopes for the return of documents. Who provides the services associated with the stuffing of envelopes today?

**Answer:** *The contract with the current mail services firm recently expired and the Dallas County is planning to seek new bids on this service.*

**Question #19:** With the potential for the use of e-filing, what impact does Dallas County expect to see in terms of a potential reduction in the numbers of instruments indexed by an external contractor? What process does the County anticipate will be used for the verification of index entries that may be associated with electronically filed documents?

**Answer:** *Dallas County does not have statistics regarding the number of filings by title companies. Please document any assumptions that you are making regarding reduction in number of documents indexed. If e-filing is Level 3, verification of the index will not be required and any verification that is performed will be performed by County staff.*

**Question #20:** Section 9.0 on page 34 focuses on Database Software. Does Dallas County have either specific preferences for requirements for RDBMS software? If so, what are those preferences or requirements?

**Answer:** *Vendors are free to propose what they envision as the best solution for the County. Refer to the County Technology Standards on page 14 of the RFP.*

**Question #21:** With regard to training, item 14.0, does Dallas County require that training for indexing functionality for the real property records indexing be conducted at Dallas County if that function is outsourced by the proposing vendor or by a partner or subcontractor of that vendor?

**Answer:** *The County requires that County staff will be trained to send and receive index files, to make corrections to the index when needed, and to be familiar with index exception reports produced by the vendor.*

**Question #22:** Section 20, beginning on page 65 refers to specific indexing software requirements, and Section 53, beginning on page 97 refers to specific outsourced indexing requirements. With regard to item 20.3, and item 52.5 does Dallas County require verification in any form of the index fields, other than Grantor or Grantee?

**Answer:** *It is the intent for Grantor(s) and Grantee(s) to be verified by the method specified in requirement 52.5. The method for verifying the other fields are at the discretion of the vendor.*

**Question #23:** Does Dallas County have specific rules for indexing that it is able to share with the contractor? (i.e. It would be helpful to have instructions for situations that may arise, including conflicts in the spelling of names between the text and signature line or between the text and actual physical signature appearing on a document, those occasions when "See Instrument" can be inserted into the Property Description field, rather than the full text of the property description, etc.)

**Answer:** *The County expects the vendor to develop specific rules for indexing. Vendors are welcome to the public research area to review the documents.*

- Question #24:** With regard to item 52.7, does the 24-hour turnaround requirement begin at the time that the document batch has been received by the vendor?  
**Answer:** *Yes.*
- Question #25:** With regard to item 52.7, will Dallas County commit to providing batches each and every work day? Can that time be scheduled to ensure that a regular schedule is kept by the vendor's staff?  
**Answer:** *No, however the County is open to alternatives.*
- Question #26:** With regard to item 52.9, how will the accuracy rate be measured? Does the 99.95% rate apply specifically to the Grantor/Grantee fields only, or does it also apply to fields such as Property Description? Is the 99.95% accuracy requirement measured against the total number of keystrokes?  
**Answer:** *The accuracy rate applies to all indexed fields. The requirement will be measured by field-level accuracy, not by the total number of keystrokes.*
- Question #27:** With regard to item 52.10, will the vendor be granted access to the County's database remotely to enable it to update the database?  
**Answer:** *With proper security, remote access can be permitted. VPN would be the preferred method. Vendors should clearly identify any costs with the remote access.*
- Question #28:** With regard to item 53.2 and 53.3, does Dallas County currently have agreements with any off-site records storage companies that it might prefer to use for the storage of microfilm?  
**Answer:** *Dallas County IT Services has an agreement with Iron Mountain for offsite storage of computer backup tapes.*
- Question #29:** Addendum 1, Question #28 asks "What role does the OnBase imaging software serve in the County's desire for an imaging component for Probate and Civil Courts? What case management application does the County use or plan to use?" The County's response is that this question is not relevant to this RFP. However, RFP page 86, #42 specifies scanners for Probate and Civil courts. This reference suggests the need for an imaging system and repository. Please clarify the requirement to include scanners for the Probate and Civil Courts. Can the County provide the name of the Courts imaging and case management systems?  
**Answer:** *The purpose for this requirement is to provide microfilm services for Probate and Civil Courts. There is no requirement for an image repository, index or search access to these records within the scope of this RFP. The County has not yet completed negotiations on its planned acquisition of a case management system.*
- Question #30:** What is the turnaround time to complete indexing of one business day's volume of land records (one eight-hour day? two eight-hour days? two eight-hour shifts within one day)?  
**Answer:** *Refer to requirements 52.7 and 52.8.*
- Question #31:** How many FTE positions are currently required to index one full day's land records documents?  
**Answer:** *Real property indexing services are outsourced to the County's current vendor. FTE statistics are not available.*
- Question #32:** Once the document is scanned, how quickly must the images be available? The indexes?  
**Answer:** *After the document is scanned, the image should be immediately available. The index should be made available within the timelines outlined in requirements 52.7 and 52.8.*

**Question #33:** RFP Page 13, Related Projects - What modules of OnBase has the County purchased? Will OnBase serve as the countywide image repository?

**Answer:** **Modules Currently Owned**

**OnBase Imaging Modules**  
**Stand Alone Document Imaging**

**OnBase Output Modules**  
**DVD Authoring**  
**CD Authoring**

**OnBase Client Modules**  
**Single User License**

**Modules Being Purchased**

**OnBase Server Modules**  
**Multi-User License**  
**Web Server**  
**EDM Services**

**OnBase Client Modules**  
**Concurrent Client (100 clients)**  
**Concurrent Client (50 clients)**  
**Named User Client (10 clients)**

**OnBase Application Enabler Modules**  
**Application Enabler**

**OnBase Input Modules**  
**COLD / ERM**  
**Document Import Processor**

**OnBase Imaging Modules**  
**Production Document Imaging**

**OnBase Output Modules**  
**Publishing**  
**Export**

**Question #34:** RFP Page 14, County Technology Requirements Server Hardware and Operating Systems - Are servers with WIN2003 acceptable?

**Answer:** **Yes.**

**Question #35:** RFP Page 14, County Technology Requirements Network - What are Dallas County's firewall specifications?

**Answer:** ***The County prefers Cisco Pix solutions***

**Question #36:** RFP Page 14, County Technology Requirements Databases - Is the County's Oracle license a site license, or would the vendor need to quote additional licenses?

**Answer:** ***The County's Oracle license is processor based. Vendors should quote all necessary database components using the cost tables attachments included in the RFP. The County reserves the right to purchase hardware and software separately.***



**Question #37:** Requirements Tables, RFP Page 65, #19, Section 19.19 - Please confirm that the County does not intend to use separator sheets, but will use bar codes for this function.

**Answer:** *The County prefers options that limit the amount of paper flow throughout the process; however, the County is open to alternatives provided that the vendor can provide appropriate justification.*

**Question #38:** RFP p. 83, Hardware Requirements - How many indexing stations are required for each department or location?

**Answer:** *Real property and assumed names indexing is assumed to be outsourced; therefore, no indexing stations are anticipated for these areas. All Vital Statistics staff should have access to the indexing application preferably from their desktop computers for the purposes of indexing marriage, birth and death records.*

**Question #39:** Hardware specified in this paragraph includes fifteen cashiering stations and seven scanning stations. Item #12.19 specifies each cash drawer workstation is to include a scanner. Please confirm that a scanner is to be included for each of the fifteen cash drawer workstations. What are the specifications for this scanner?

**Answer:** *Requirement 12.19 is re-worded as follows: "Support cash drawer workstations with the following: (1) Keyboard (2) Image capable monitor (3) Financial slip printer (4) Locking cash drawer." A dedicated scanner for each cashiering station is not required. Instead, the cashiers will utilize the mid-range volume scanners as specified in requirements 41.1-41.9.*

**Question #40:** Two of the seven scanning stations listed in this paragraph are specified for Probate and Civil Courts. Where will the remaining two high-volume and three mid-range scanning stations be located?

**Answer:** *The two high-volume scanners will be dedicated for Real Property Batch scanning. The two mid-range scanners will be dedicated for Instant Service Scanning for walk-in customers and may be located near the cashiering stations.*

**Question #41:** Page 84, # 38 Server - Is there a recovery solution in place that would include the new scanners? Or is a recovery solution to be included in this proposal?

**Answer:** *See RFP requirements 3.6 and 35.3.*

**Question #42:** Page 84, Section 38.1 - Does the requirement to "...store all converted index and images plus ten years of data..." apply to ten years of current and past data, or ten years of future data?

**Answer:** *Applies to all converted data with the capacity of 10 years of future data.*

**Question #43:** RFP Pages 94 – 94, #51 Data Conversion and Upgrades - Are images currently stored in an optical jukebox?

**Answer:** *No.*

**Question #44:** Will the County extract images and provide them to the vendor on standard media?

**Answer:** *Yes.*

**Question #45:** What format are the images (TIFF or IBM MODCA)?

**Answer:** *TIFF.*

**Question #46:** The conversion process will require information to link the images back to the indexes. What information and in what format will Dallas County provide this information, i.e. filename, instrument # (2223452555.TIF, 2003123456)?

**Answer:** *Please refer to "Exhibit4Intro.pdf" in the Exhibit 4 folder on the RFP CD.*

**Question #47:** The RFP lists county owned equipment. Does the County have a list of all equipment provided by the current vendor? Can this be shared with bidders?

**Answer:** *The following equipment is provided by the County's vendor:*

1. *Cashiering System:*
  - 14 Workstations (PC/LCD Monitor/Cash Drawer/Receipt Printer)*
  - 4 Laser Printers*
  - 1 Server (PC/Monitor)*
  - 1 UPS*
2. *Document Retrieval System:*
  - 24 Public Workstations (PC/CRT Monitor)*
  - 8 Office Workstations (PC/CRT Monitor)*
  - 1 City of Dallas Workstation (PC/CRT Monitor)*
  - 3 Private Title Company (PC/CRT Monitor)*
  - 10 Laser Printers*
3. *District Clerk Marriage Systems*
  - 3 Workstations (PC/LCD Monitor)*
  - 3 Laser Printers*
  - Network Termination Equipment (Rack)*
  - 2 Routers*
  - 4 Switches*
  - 1 UPS*
4. *Microfilm Equipment*
  - 4 Cameras*
  - 4 reader/printers*

**Question #48:** What is the current state of the counties microfilm? This is important to know if we need to propose any non-standard environmental options for storage of the older film.

**Answer:** *Original microfilm cartridges are stored in climate-controlled vault facilities with the County's vendor.*

**Question #49:** Will the current vendor be available to lend technical support to the new vendor in order to facilitate the conversion of existing records and indexes to the new system?

**Answer:** *There is a provision in the County's current contract with ACS which provides that upon expiration of the contract, ACS has the duty to:*

- *Provide all reasonable cooperation in transitioning services to the County or a succeeding vendor. Such cooperation shall not result in additional costs to County unless mutually agreed by the parties in writing.*
- *Provide to County, at no cost, all County records and data. Electronic data is to be provided in a format compatible with County's information technology capabilities, or in a format compatible with succeeding vendor's information technology capabilities, as determined by County.*
- *Provide to County, at no cost, the resource code for all programs and software necessary to join the County's indexes with electronic images of County's real property records.*

*The items required to be furnished to County by ACS under this section shall be provided the next calendar day after the obligation of ACS to provide it arises*

**Question #50:** Does the county have any data on the percentage of document searches that require the microfilm original to be printed? Are the request that require microfilm trending up or down?

**Answer:** *The County does not maintain statistics regarding the type of document searches to be printed.*

**Question #51:** What are the exact specifications for the payment solutions e-stores with Bank of America?

**Answer:** *An interface to e-stores is not required within the scope of this RFP. The cashiering system will need to be able to capture the credit card approval code and payment type.*

**Question #52:** Are vendors able to use a Credit Card processing option other than Bank of America? Requirement 12.9 leaves this open.

**Answer:** *Requirement 12.19 is not related to credit card processing. While the County would prefer to use the County's existing contract with Bank of America, a vendor may propose an approach that provides a better solution for the County.*

**Question #53:** Where can we find the counties detailed network specification? This assumes that there is more detailed information than what is provided on page 14 of the original RFP.

**Answer:** *The question is too vague to be able to answer.*

**Question #54:** Does the testing/training environment need to be a permanent fixture? Does the training system need to be live after the rollout to production? There is an implication to this effect. Does the test environment need to be on separate equipment?

**Answer:** *Yes. Refer to RFP Requirement 6.5.*

**Question #55:** Will the county supply workspace for the vendor staff members that will be onsite during and after the rollout?

**Answer:** *Yes.*

**Question #56:** Does the county require IVR for vital stats?

**Answer:** *Interactive voice response is not within the scope of this RFP.*

**Question #57:** What is the number and job descriptions of staff working on county property that are employed by the current vendor?

**Answer:** *The County's vendor has four microfilming staff on county property.*

**Question #58:** Will the new vendor be required to take over any maintenance or service contracts for software or hardware currently provided by the current vendor? Is there any software or equipment that will need to be retained for support of legacy files/records?

**Answer:** *The County anticipates that this RFP will include costs for all replacement software and hardware with applicable maintenance or service contracts. The County anticipates that all legacy files and records will be converted to the new system.*

**Question #59:** Can the county provide written confirmation of the MWBE requirements provided in the bidder conference?

**Answer:** *Written confirmation is in fact part of the specification (see page 1 (of 7) Policy statement. This statement, coupled with the instructions noted on each of the 7 pages, represents the County's expectation. Also noted in the discussion, the Court's expressed expectation that each proposal include M/WBE participation. Be aware that such falls under the guidelines of the best interest of the County.*

**Question #60:** Among the items listed on page 97, item 52.3 for indexing, the RFP references fields to be indexed, as follows:

- Document Number
- Recorded Date and Time
- Number of Pages
- Document Type
- Grantors
- Grantees
- Property Description
- Volume or Abstract
- Page or Survey
- Lot

- Block
- City Block
- Addition
- Town
- Return address (for documents being returned via mail)

Among the fields that are not being captured at the cashiering stage, are any of the above fields optional for indexing purposes? Should we assume that if shown on any document filed, that the fields provided are considered mandatory?

**Answer:** *The above fields are mandatory if shown on the document.*

**Question #61:** Page 98, item 52.7 and 52.8 describe the required turn-around requirements for indexing of the batches. Is there a reason why Dallas County might not consider providing batches in smaller numbers in order to provide a continuous stream of records for indexing?

**Answer:** *The County is open to alternatives.*

**Question #62:** Are there specific legal restrictions that would prevent Dallas County or its contractor(s) from highlighting, with colored markers, information on the original document including: (1) grantors, (2) grantees, (3) property description, (4) volume or abstract, (5) page or survey, (6) lot, block city block, addition, town, or (7) return address?

**Answer:** *The County's legal staff does not interpret statutes for the benefit of third parties.*

**Question #63:** What vendor currently provides the return-mail stuffing and mail out services? Is there a contract term under which that vendor currently operates?

**Answer:** *The contract with the current mail services firm recently expired and Dallas County is planning to seek new bids on this service.*

**Question #64:** Can Dallas County provide a sample of the Oracle General Ledger Account layout, or information regarding the structure and length (in digits) of the account numbers?

**Answer:** *The GL number is 8 segments in length. All fields are numeric. Each segment is separated by a period (.). The format is Fund Number (3). Department Number (4). Expense Code (5). Fiscal Year (4). Program (4). Project (5). Grant(5). Future(4).*

**Question #65:** During the office tour, it was pointed out that some substations made use of typewriters rather than vendor-provided terminals and printers. Is the reason for the use of typewriters linked to limitations in the band-width of the County network connections to those offices?

**Answer:** *No, all JP Precinct offices have T1 connections.*

**Question #66:** Are real property, assumed names, and vitals stored in the same database?

**Answer:** *No. Real property records are stored on the County vendor's database and the assumed names and vitals index records are stored on FORVUS.*

**Question #67:** If so, do real property, assumed names, and vitals get assigned consecutive instrument numbers?

**Answer:** *N/A, see Question #66.*

**Question #68:** Are real property, assumed names, and vitals each stored in separate book types?

**Answer:** *Yes.*

**Question #69:** Can I have a copy of the pre-proposal conference sign in sheet?

**Answer:** *A copy of the sign in sheets is included as an attachment to this addendum.*

**Question #70:** RFP Page 35, Implementation Support and Training - Please clarify "interface development."

**Answer:** *See question #90.*



**Question #71:** Requirements Tables - Several items in the Requirements tables ask for descriptions of functionality, hardware features, processes, etc. Comprehensive descriptions may be lengthy. In the Comments section of the tables for these items, should the vendor provide a reference to another section of the proposal? Or provide a shorter answer that fits the table format? What will work well for the County to easily review all the necessary information?

**Answer:** *Please provide key points in the Comments section and provide references to other sections of the proposal for more detailed information.*

**Question #72:** RFP Page 54, #11 Report Standards - 11.6 Please clarify "...contents of user and system and defined tables." Are the tables referred to user-maintained code tables? System tables? Other?

**Answer:** *This requirement relates to the ability to print user-maintained tables.*

**Question #73:** RFP Page 54, #11 Report Standards - 11.7 Please clarify "...user-definable, user-friendly report writers and formatters on user defined schedule basis." Is the requirement for functionality or an application to support user-defined reports?

**Answer:** *This is a requirement for an application to provide user-defined reports.*

**Question #74:** RFP Page 57, #12 Cashiering - 12.26 Does this requirement apply to all recordings from title companies, or only e-recorded documents?

**Answer:** *This requirement relates to all over the counter documents from title companies. This requirement is not applicable to eRecorded documents.*

**Question #75:** RFP Page 59 #13 Payment and Receipting - 13.2 "Fees assessed by file date." Please clarify this requirement. What types of fees? What functionality is needed?

**Answer:** *Ignore Requirement 13.2.*

**Question #76:** It was indicated during our tour of the clerks office on Monday that the cashiering staff is not directly employed by the county, but are in fact staff from the current vendor. Could you please verify that this is accurate? If so, is it the intention of Dallas County to continue to use contracting personnel for the cashiering duties or will you be considering hiring on new County staff to satisfy this role?

**Answer:** *Cashiers are Dallas County employees.*

**Question #77:** After clarification and explanation of many items during Monday's meeting it is very evident that Dallas County is very much open to unique and creative solution offerings. Any extra time provided beyond April 19 will allow for more focused and detailed proposals. Would Dallas County consider extending the RFP response date beyond the current stated date of April 19, 2004?

**Answer:** *No.*

**Question #78:** Would it be possible to receive the Functional Requirements and forms in Microsoft Word format?

**Answer:** *See question 2 Addendum 1.*

**Question #79:** We know the number of documents that are to be converted from the old system, how much disk storage space is that?

**Answer:** *It is the responsibility of the vendor to calculate storage requirements.*

**Question #80:** Have there been any demonstrations given to the county since the hiring of Starr Solutions and Eichman Software Consultants besides the three on-site visits?

**Answer:** *No and the three on-site visits were not demonstrations.*

**Question #81:** With respect to requirement 22.13; could the County please specify where the "new Electronic Registrar processes and requirements to be implemented in Spring 2004 for Birth certificates and in 2005 for Death certificates" can be examined.

**Answer:** *Refer to Question # 8 below from the Pre-proposal conference.*

**Question #82:** With respect to the Data Conversion requirements 51.1 thru 51.4; could The County please confirm that requirement 51.4 indicates that the Real Property data is currently managed within a DB2 database and will be provided to the successful bidder in a CSV file, structured in the fixed length format that is described in Appendix L.

**Answer:** *Appendix L specifies a fixed length format. Refer to Exhibit 4 of the original RFP packet for sample images and index.*

**Question #83:** With respect to requirement 51.5; could the County please describe the structure and format that the FORVUS data (index records) will be provided in.

**Answer:** *See question 99*

**Question #84:** With respect to requirement 51.5; could the County describe the content of the 'miscellaneous' data. What structure and format will this data be provided in? Are there any functional requirements specific to the maintenance of miscellaneous data?

**Answer:** *See question 99*

**Question #85:** With respect to requirement 51.7; what structure and format will the Marriage records data be provided in?

**Answer:** *See question 99*

**Question #86:** With respect to requirement 51.8; what structure and format will the Birth records data be provided in?

**Answer:** *See question 99*

**Question #87:** With respect to requirement 51.9; what structure and format will the Death records data be provided in?

**Answer:** *See question 99*

**Question #88:** With respect to requirement 51.10; what structure and format will the Assumed Names records data be provided in?

**Answer:** *See question 99*

**Question #89:** With respect to requirements 51.1 thru 51.10; how soon after contract award will the data be provided?

**Answer:** *Refer to Question # 49 for turnaround times of data maintained by the County's current vendor. Turnaround times for data maintained on FORVUS will be determined at a later date.*

**Question #90:** With respect to the need to "Automate interfaces to other County applications" identified in the "Proposed Cashiering/Recording Model" section of page 16, could the County describe each of the systems that automated interfaces are required for. For each system please indicate name and purpose of system, location, operating system, etc. Could the county please indicate the desired characteristics of each of the interfaces including representative information such as: purpose, frequency of use, complexity, data volume, data format, etc.

**Answer:** *An interface to the credit card application is not required within the scope of this RFP. The cashiering system will need to be able to capture the credit card approval code and payment type.*

*The interface to Oracle General Ledger requires daily summary postings of money collected by General Ledger Account and payment type.*

**Question #91:** Does the Country perceive a need (today or in the near future) to manage records of complex data types such audio, video, web pages or GIS map records?

**Answer:** *Not relevant in the scope of this RFP.*

**Question #92:** With respect to section "42. Scanners Mid-Range Volume for Probate and Civil Courts"; could the County describe the requirements for the management of these court documents. For example, after being scanned, should the images be stored in the Court's Content Management system or in the new Records Management System?

**Answer:** *The purpose for this requirement is to provide microfilm services for Probate and Civil Courts.*

**Question #93:** The Functional Requirements section of the RFP does not appear to provide descriptions of the functionality required to support records management activities for Birth, Death, Marriage, Real Property and Assumed Names. Could the County please elaborate on the Records Management specific requirements, such the need to provide record retention and auditing activities?

**Answer:** *It is the responsibility of the vendor to meet Texas Statutes.*

**Question #94:** Can you verify where the current document image database resides?

**Answer:** *Not relevant in the scope of this RFP.*

**Question #95:** Will network access from the remote sites to the central office be provided by the County?

**Answer:** *All JP offices have network connections.*

**Question #96:** What is the County's interpretation of state statutes regarding whether or not microfilm is required as an archival copy?

**Answer:** *The County's legal staff does not interpret statutes for the benefit of third parties.*

**Question #97:** Can you verify whether plat and maps are currently in the image data base or just on aperture cards?

**Answer:** *Aperture Cards*

**Question #98:** Regarding outsourced indexing (requirement 52.5), is it the County's intent to only verify two fields in the index record?

**Answer:** *It is the intent for Grantor(s) and Grantee(s) to be verified by the method specified in requirement 52.5. The method for verifying the other fields are at the discretion of the vendor.*

**Question #99:** Are the FORVUS file layouts available?

**Answer:** *Yes, see Exhibits A-1 through A-4 below.*

**Question #100:** Why are there no terminal requirements for the Title Company Office?

**Answer:** *Under Hardware Requirements on page 83 of the RFP, please add 4 workstations for the Title Company Office.*

**Question #101:** Is there a desire that the Testing/Training environment survive System Acceptance as a post-cutover training mechanism?

**Answer:** *Refer to RFP Requirement 6.5*

**Question #102:** Will the County be responsible for all environmental requirements such as space, power, and wiring?

**Answer:** *Yes. Refer to "Section 12.0 Hardware Environment" on page 34 of the RFP and question 19 of addendum # 1.*

**Question #103:** In the requirements matrix, section 51.5, UCC and Miscellaneous Records are identified as needing to be converted. However, there is no discussion of the use or the requirements for those records elsewhere in the RFP. Can you clarify?

**Answer:** *A UCC module is not part of the scope of the RFP therefore no UCC data will be converted.*

**Question #104:** We assume that the average daily volume of documents to be indexed is 2,500 including both Real property records and Assumed Names records. Is this correct?

**Answer:** *Yes and please document these assumptions within your response.*

**Question #105:** Page 65 and 66, Record Indexing - Points 20.1, 20.9, 20.16 - Please provide the max and average characters for each of the index fields.

**Answer:** *Average characters for each index field are not available. Assume maximum field lengths according to the file layouts presented in Attachment L to the RFP on page 119 and the file layouts A-1 through A-4 below.*

**Question #106:** Page 66, Recording Indexing – Application Requirements, Point 20.16 – Are there only 8 fields to be indexed for Assumed Names Records?

**Answer:** *There are eight data elements to be indexed. See 20.16.*

### **Questions from the Pre-Proposal Conference**

1. Is OnBase intended to be a county-wide image repository? Will OnBase become a content management system?  
*A: While OnBase has been selected for a countywide imaging plan, the County Clerk's Office does not require that the proposed solution utilize OnBase. The County is expecting vendors to propose a solution that will best achieve the goals outlined in the RFP.*
2. The RFP references the need for systems integration, but there are none of the functional or technical requirements relate to the required integration or workflow. Please clarify the requirements for integration.  
*A: The County expects that solutions proposed by vendors will be compliant with Texas statutes and that the functionality across the modules will be integrated (cashiering, scanning, indexing, public research, etc.). For integration requirements with the Oracle General Ledger, refer to requirement 15.8.*
3. Describe how the SANS architecture will work with the new system?  
*A: It is anticipated that the County will purchase SANS and that it will be available for use within this project. However, the County expects vendors to price storage requirements for this project.*
4. Why is the County eliminating volume/page?  
*A: State statutes do not call for volume/page. Other counties across the state are eliminating volume/page concept and are using the instrument number as the unique identifier for a document. The County's intent is to eliminate the use of redundant identifiers for a document.*
5. If volume/page can be automated, would the County prefer to continue using it?  
*A: Volume/page is not required, even if it is automated.*
6. Of the 560,000 real property recordings last year, what percentage came from abstract/title companies?  
*A: Dallas County does not have the statistics on this.*
7. What percentage of documents is not returned to the customer via mail?  
*A: Dallas County does not keep statistics on this, however, the majority of documents are returned via mail.*
8. Regarding Requirement 22.13, can you provide more information about the upcoming changes as a result of the State's Electronic Registrar?  
*A: Dallas County has no new information from the State of Texas Bureau of Vital Statistics. Based on our current understanding, the State plans for hospitals to send birth certificates directly to the State first. The State will then send the records to the local registrars.*
9. Regarding Requirement 22.13, are the details of that system being defined now?  
*A: Yes, by the State Bureau of Vital Statistics.*
10. Are consultants voting members of the Selection Committee?  
*A: No*
11. The RFP does not address the desired timeline for implementation of the system. What are the County's expectations regarding implementation timeline?  
*A: The County expects a 3-6 month implementation timeline after a solution has been selected.*
12. Regarding the selection process, how many vendor demonstrations does the County anticipate?  
*A: The number of demonstrations is contingent on the number vendors that are deemed "susceptible" vendors. The County anticipates between three and five demonstrations.*



13. Regarding the Response Codes on page 44 of the RFP, does "M" for Modification refer to source code modifications as opposed to a tool solutions or work arounds?  
**A: Yes**
14. Will solutions that do not meet the County's technology standards be considered?  
**A: Vendors can propose any solutions that do not meet the County's technical standards; however, the impact will be evaluated as part of the technical requirements analysis.**
15. What are the two to three pain points that led the County to issue this RFP?  
**A: 1) The contract with the current vendor is coming up for expiration. 2) It is not unusual for business processes to evolve over time, the County wanted to re-look at processes in the Recording Department in a comprehensive way. 3) Several other drivers for this RFP are documented throughout Exhibit 2.**
16. Can vendors get a copy of everyone in attendance at the pre-proposal conference?  
**A: Yes, the list of attendees will be posted on the County's website.**
17. What will the County do if the costs of the solutions are too high?  
**A: The County does not anticipate that the proposed solution will cost more than what the County is paying today. The County is looking for a reasonably priced solution that meets the requirements outlined in the RFP.**
18. How will the County evaluate the return on investment?  
**A: The County's Budget Office and Auditor's Office will be involved during the selection process to evaluate vendor costs.**
19. What are the turnaround times expected for indexing?  
**A: Refer to requirements 52.7 and 52.8.**
20. Is there a graduated point scale for utilization of M/WBE vendors?  
**A: No, vendors will either receive all of the points or none for each of the point categories as follows: 6 points if the vendor is a NCTRCA-certified M/WBE, 6 points if the vendor plans to utilize the services of a NCTRCA-certified M/WBE, and 3 points for completing the M/WBE paperwork in Attachment K of the RFP.**
21. Is there a cutoff date for communicating with the M/WBE Officer (Irvin Hicks)?  
**A: Yes, April 5 at 5 p.m. CST.**
22. Will there be another opportunity for an office tour?  
**A: No, not prior to RFP submission.**

#### **Questions from the Tour of the County Clerk's Recording Department**

1. Are the cashiering stations owned by Dallas County? **A: No, refer to pages 12 and 13 for the County's Equipment Inventory. The following equipment is provided by the County's vendor:**
- a. **Cashiering System:**
    - i. 14 Workstations (PC/LCD Monitor/Cash Drawer/Receipt Printer)
    - ii. 4 Laser Printers
    - iii. 1 Server (PC/Monitor)
    - iv. 1 UPS
  - b. **Document Retrieval System:**
    - i. 24 Public Workstations (PC/CRT Monitor)
    - ii. 8 Office Workstations (PC/CRT Monitor)
    - iii. 1 City of Dallas Workstation (PC/CRT Monitor)
    - iv. 3 Private Title Company (PC/CRT Monitor)
    - v. 10 Laser Printers
  - c. **District Clerk Marriage Systems**
    - i. 3 Workstations (PC/LCD Monitor)
    - ii. 3 Laser Printers
  - d. **Network Termination Equipment (Rack)**
    - i. 2 Routers
    - ii. 4 Switches
    - iii. 1 UPS

**e. Microfilm Equipment**

**i. 4 Cameras**

**ii. 4 reader/printers**

2. Does the County require flat-screen monitors in the RFP to help overcome space issues?

**A: See requirement 39.10.**

3. Who is responsible for performing quality assurance on microfilm and images when they come back from the vendor?

**A: Both the vendor and County staff performs quality assurance.**

4. Who performs quality assurance on the index?

**A: The County's vendor is responsible for quality assurance of the index.**

5. How many cashiering stations does the County have in each area?

**A: Refer to Exhibit 2 page 31 for a listing of the cashiering stations.**

6. Do you have performance measures on how long each step takes to record real property?

**A: Dallas County expects the following:**

**a. Day 1 – All documents are cashiered and scanned**

**b. Day 2 – Images are sent for indexing**

**c. Day 3 – Index is loaded and documents returned**

7. You mentioned that you plan to discontinue volume and paging documents. Do you still plan to put a page number on each page of the documents that are received?

**A: No.**

8. Are all of the stamps going to go on the first page of the real property document?

**A: No. The County will follow statutory requirements.**

9. How is the process flow different for documents that are received through the mail or from title companies versus walk-in customers?

**A: A County staff person will check the document for recording requirements and then route the documents to a cashier. After that, the process is the same as for walk-in customers.**

10. Does one County staff person pick up documents at the Real Property cashiering stations in order to start batch control?

**A: Yes.**

11. How many vendors are involved in the current Recording Department processes?

**A: Two.**

12. Is there a requirement that the County meters the mail?

**A: No.**

13. Is there a statutory requirement that the County use microfilm as its archive copy?

**A: It is the current practice of the County to use microfilm as its archive copy. The County expects that any alternatives presented in your proposals will be in compliance with Texas statutes.**

14. Who audits all the funds collected by the Recording Department?

**A: Cashiers balance their cash drawers at the end of the day. The bookkeeper reconciles the cash drawers the following day and prepares the deposit. The County Auditor's Office periodically performs spot audits. KPMG is the County's external auditor.**

15. Is each cashier assigned to one cash drawer?

**A: In Real Property, each cashier is assigned to one cash drawer. Vital Statistics staff share one cash drawer.**

16. Does each cashier have a drawer report?

**A: Yes**

17. Are the public research stations owned by the County?

**A: No, refer to pages 12 and 13 for the County's Equipment Inventory.**

18. How are plats printed or viewed?

**A: Plats are available on aperture cards and can be printed by County staff.**

19. Are the County's records available for searching on the Internet?

**A: No.**

20. What is the total square footage of the County Clerk's Recording Department?

**A: Estimates indicate the square footage to be 11,430 (this includes Administrative Offices).**

21. Where does the County anticipate that the server(s) would be located?

**A: It is anticipated that the server(s) will be located in the County data center. However, the County is open to other possibilities.**

22. Are Vital Statistics records currently being scanned?

**A: No.**

23. Do the substations have a copy of the microfilm?

**A: No**

24. Will hardcopy of records be stored by the vendor?

**A: No**

25. Is there network connectivity for the sites currently typing Marriage licenses?

**A: Yes**

26. What is the turnaround for death certificates?

**A: Current procedures call for next day pickup.**

27. Are records for birth, death, and marriage currently searchable by the public?

**A: Birth and death records are closed records for 75 years. The marriage index is searchable by the public.**

28. Do the title companies on the 3<sup>rd</sup> floor have access to the system?

**A: Yes**

This addendum should be signed and returned with your proposal package by **2:00 p.m. on Monday, April 19, 2004.**

This addendum is hereby acknowledged, understood and considered in our proposal.

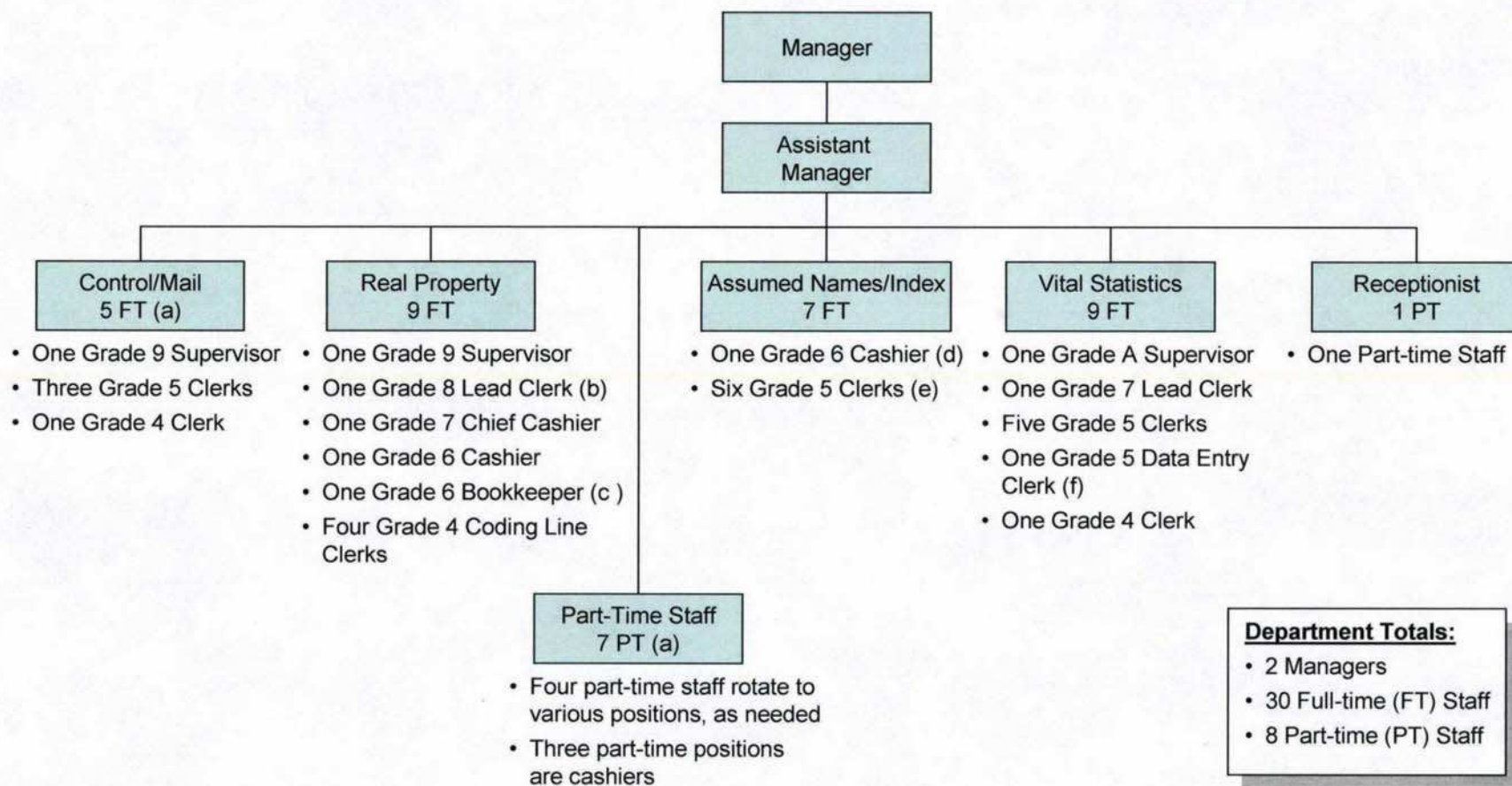
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## Recording Department High Level Organization Chart



- Staff resources in these areas may be rotated to other positions where needed based on employee absences and/or workload volumes.
- The Lead Clerk also has supervisory responsibilities over the Assumed Names/Index cashiers and clerks.
- The Bookkeeper is responsible for UCCs and for preparing the Recording Department's daily deposit.
- The Grade 6 Cashier position has been transferred from the Real Property Division.
- One Grade 5 Clerk has been assigned to a special project.
- The Data Entry Clerk is responsible for data entry in Assumed Names and Vital Statistics.



### **Selection Process**

The Evaluation Committee will use a three step process to select the "best value" solution.

**Step One:** Based on the firms' written proposals, the Evaluation Committee will perform critical requirements fit analysis and conduct reference checks and evaluate the technical merit of each proposal. The Evaluation Committee will then discuss the results of their review and determine which vendors are reasonably susceptible of being selected for award, hereinafter called "Offerors". After initial evaluations for technical compliance, the County may enter into discussions with qualified firms regarding the systems proposed. These discussions will be on an individual basis and will be closed to third parties and other proposing firms.

**Step Two:** The Offerors will be asked to schedule and participate in scripted software demonstrations for the Evaluation Committee and staff and to provide a product overview demonstration for Recording Department customers. The Evaluation Committee will then discuss the results of the demonstrations and determine the initial short list of vendors.

**Step Three:** The vendors on the initial short list will be asked to schedule reference site visits, participate in due diligence meetings with the Evaluation Committee and appropriate staff, and submit a best and final offer (BAFO). All qualified firms will be accorded fair and equal treatment with respect to submission of a BAFO. In order to be considered, a sealed BAFO must be submitted in writing to the County Purchasing Agent at a time and date subsequently specified by the County.

During these discussions, firms may offer and the County may accept revisions to the proposal. All such revisions will be made available to all qualified firms in the form of a Best and Final Offer (BAFO) document. While the BAFO will, to a degree, be tailored to individual firms, care will be taken to ensure that all firms remain on the same competitive level and are proposing to substantially and materially the same conditions and requirements. Further care will be taken to preclude allowing the advertised requirements to be materially modified (significant alterations of the specifications). Care will be taken to ensure the equality established for all firms is not jeopardized through the technical discussion and BAFO process.

The Purchasing Department, based on the ratings of the Evaluation Team, will recommend to the Dallas County Commissioners Court that award be made to the firm whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the request for proposals as described above. The Dallas County Commissioners Court, by formal court order, will authorize said award subject to the execution of the requisite contract documents by the County and selected firm. All necessary contract documents are prepared by the District Attorney or other counsel representing the County and are tailored specifically for this project. No contract shall be binding on the County until it has been approved as to form by the District Attorney or other authorized counsel representing the County and executed by the Dallas County Commissioners Court. Upon execution of contract, a formal Notice-to-Proceed will be issued by the Purchasing Department identifying the exact start date for the project.

### Tentative Timeline

The evaluation and award process will encompass the following tentative timeline. Please note that these timelines are approximate and are subject to change.

Deadline for Initial Questions	March 15, 2004
Release Addendum #1: Initial Questions	March 22, 2004
Pre-Proposal Conference	March 29, 2004
Deadline for Final Questions	March 31, 2004 @ 5 p.m. CST
Release Addendum #2: Final Questions	April 6, 2004
Proposals Due	April 19, 2004 @ 2 p.m. CST
Begin Review of Proposals	April 19, 2004 – June 1, 2004
Analyze critical requirements	
Conduct reference checks	
Determine firms reasonably susceptible of being selected for award	
IT Services Steering Committee briefing	
Commissioners Court briefing and court order	
Begin Evaluation of Offerors	June 1, 2004 – July 13, 2004
Schedule demonstrations	
Conduct vendor demonstrations	
Determine Initial Short List	
IT Services Steering Committee briefing	
Commissioners Court briefing and court order	
Conduct Site Visits and BAFOs	July 13, 2004 – September 7, 2004
Conduct site visits to existing customers	
Conduct due diligence discussions	
Best and Final Offers (BAFOs)	
Evaluate, grade and select vendor(s)	
IT Services Steering Committee briefing	
Commissioners Court briefing and court order	
Contract Negotiations	September 7 – October 8, 2004
IT Services Steering Committee briefing	October 12, 2004
Commissioners Court briefing and court order	October 19 - 26, 2004
Contract Award	October 26, 2004





## DALLAS COUNTY JOB DESCRIPTION

Job Title: Assistant Manager	Job Code: 60195	Job Grade: C
Reports To: Recording Manager	Poa. No: New	SIC: 9211
Department: County Clerk	Loc. Code: 0371102	FLSA Code: E
Division: Recording Division	C Service Code: C	EEOC Code: F01011

**Summary of Functions:** This position is responsible for supervising the real property, index and mail activities.

**Management Scope:** Supervises a staff of approximately 29.

Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Assists the Recording Manager in supervising real property, index and mail activities. Completes special projects assigned by the Manager.	30%	E
2. Provides input with performance evaluations, training, discipline, coaching and approving/disapproving requests for leave time.	15%	E
3. Ensures that all real property records, records and business name records are filed properly and in a timely manner as required by law.	10%	E
4. Assists in developing policies and procedures for the recording division which ensures that the instruments are accessible for research and review by the public and other agencies.	10%	E
5. Assists in monitoring fees collected.	10%	E
6. Provides guidance to subordinate supervisory staff.	05%	E
7. Assists in providing training to staff regarding changes in laws and filing fees, policies and procedures which affect daily operations.	05%	E
8. Assists in providing to local (JP) statistics registration of birth/ death records and issuance of marriage license. Provides assistance as needed with microfilming of documents by county and outside contractors and ensuring that the quality of microfilmed documents are in compliance with established standards.	05%	E

- |   |     |   |
|---|-----|---|
| 9. Serves as liaison between personnel of local substations and State Bureau of Vital Statistics Texas Department of Health regarding Computer system and security/confidentiality matters. | 05% | E |
| 10. Performs other duties as assigned.  | 05% | E |

**Minimum Qualifications:****Education, Experience and Training:**

Education and experience equivalent to a bachelors degree in a job related field of study. Six (6) months of additional supervisory experience required.

**Special Requirements:**

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationship with other County employees and the general public

**Physical/Environmental Requirements:**

Normal office environment.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)

Hay Points: KH=D13 175 PS=, D3(29%)50 AC= C1P 66 pts, TTL=291 pts,





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Marriage License/Vital Stats. Supv.	<b>Job Code:</b> 60183	<b>Job Grade:</b> A
<b>Reports To:</b> Assistant Recording Manager	<b>Pos. No:</b> 631	<b>SIC:</b> 9131
<b>Department:</b> County Clerk	<b>Loc. Code:</b> 0371102	<b>FLSA Code:</b> N
<b>Division:</b> Vital Statistics/Marriage License	<b>Cservice Code:</b> C	<b>EEOC Code:</b> F01011

**Summary of Functions:** Ensures that all vital statistics records (birth, death, marriage certificates) are correct and complete; supervises and trains personnel; enters data into computer system. Assists with duties in the absence of manager. Performs high level tasks/duties which reflect substantial variety and complexity. Relies on experience and judgement to plan and accomplish tasks and goals. Works with substations on related issues.

Duties and Responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Supervises two sections of the vital statistics department; ensures that all birth, death and marriage records are filed properly and in a timely manner as required by law.	15%	E
2. Develops policies and procedures for the vital statistic department including proper policies and procedures as county registrar for Dallas County. Ensures changes in policies and procedures are properly communicated to direct departments and to all related substations.	15%	E
3. Oversees three different computer systems-State Bureau of Vital Statistics/Texas Dept. Of Health Birth System, Cashiering System, Dallas County Mainframe System.	15%	E
4. Provides information concerning policies and procedures. Remains current on applicable law; uses independent judgement to resolve.	10%	E
5. Receives, reviews and processes original birth and death certificates. Interacts with local hospitals and funeral homes (official) extensively. Interacts with State Bureau of Vital Statistics on local registrar duties, original certificates and certificates returned for corrections on a daily basis.	10%	E
6. Supervises and trains personnel of vital statistics, marriage branch and substations. Monitors clerical personnel workload and handles complex customer problems.	05%	E
7. Ensures completion of marriage applications before mailing to state office; ensures records are complete and correct before being sent for recording and microfilming; ensures supply of forms is maintained. Ensures film and hard copies are acceptable quality.	05%	E

8. Maintains billing accounts for local agencies on the issuance of birth records. Researches and resolves discrepancies in accounts.	05%	E
9. Issues legal documentation/permits/license according to law.	05%	E
10. Researches, retrieves and issues confidential security documents according to law.	05%	E
11. Collects fees, prepares/issues receipts and process receipts through cashing system.	05%	E
12. Performs other duties as assigned.	05%	N

**Minimum Qualifications:****Education, Experience and Training:**

Graduation from an accredited high school/GED Program. Five (5) years work related experience or 75 hours of college or a combination of the two.

**Special Requirements:**

Knowledge of job related laws/statutes. Knowledge of Texas Family Code. Knowledge of computerized cashing system. Knowledge of Texas Department Health/Bureau of Vital Statistics remote site birth system. Knowledge of Dallas County mainframe system. Demonstrated ability to utilize a variety of computer systems. Familiarity with applicable law. Ability to maintain a friendly customer service work environment. Ability to maintain a open relationship among employees and related departments. Ability to communicate effectively orally and in writing. Computer literate. Ability to perform complex clerical functions requiring investigation; research, compiles and analyzes data. Ability to organize, plan and assign work. Ability to make decisions in accordance with established policies and procedures.

**Physical/Environmental Requirements:**

Normal office environment.

Hay Points: KH=      pts, PS=      pts, AC=      pts, TTL=      pts,

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)



## DALLAS COUNTY JOB DESCRIPTION

Job Title: Recording/Coding Technician	Job Code: 60182	Job Grade: 09
Reports To: Assistant Manager	Pos. No: 572, 540	SIC: 9131
Department: County Clerk	Loc. Code: 0371102	FLSA Code: N
Division: Recording	Cservice Code: C	EEOC Code: F01011

**Summary of Functions:** Functions as Lead Clerk in the receiving, recording, classifying and numbering of all instruments presented to the county clerk's office for indexing; determines the cost of recording and collects fee; balances register at the end of the day. Assists in supervising a staff of 10.

Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Functions as lead clerk in supervising the index and mail sections of the recording division. Trains personnel in processing instruments.	25%	E
2. Opens safe, brings up cashing server, cashing system, distributes cash at the beginning of each business day. Verifies dates on system, electronic equipment and date stamps. Closes cashing system at the end of each business day. Ensures fees that are collected daily are properly placed and secured in the safe.	15%	E
3. Ensures quality of documents presented to microfilmer. Assist microfilmer with corrections to documents prior to filming. Ensures that instruments are processed according to state statutes; ensures instruments are not mishandled or misplaced.	15%	E
4. Interacts extensively with the general public and title/mortgage companies. Verifies that instruments meet recording requirements. Processes documents according to law. Collects appropriate fees processes documents into cashing system. Issues cash receipts.	15%	E
5. Resolves problems. Directs work flow of clerks. Resolves problems involving general public and title companies. Answers complex questions involving recording, policies and procedures.	10%	E
6. Assigns task and authorizes vacations and other time off. Coordinates employees to best utilize time. Organizes and orders supplies for the department.	10%	E
7. Completes "wet area" certificates on liquor applications. Assists in preparing weekly docket as needed. Assist in	05%	N

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verifying "wet areas" for general public.

8. Performs other duties as assigned. 05% N

**Minimum Qualifications:**

**Education, Experience and Training:**

Graduation from an accredited high school/GED Program. Five (5) years of work related experience or 75 hours of college or combination of the two.

**Special Requirements:**

Must be able to work with fee collection. Have some bookkeeping skills. Demonstrate the ability to work with computer cashing system. Knowledge of computers, general office equipment. Ability to interact effectively with a group of employees.

**Physical/Environmental Requirements:**

Normal office environment. Ability to stand to sit for prolonged periods.

Hay Points: KH= pts, PS= pts, AC= pts, TTL= pts,

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Clerk IV	<b>Job Code:</b> 60011	<b>Job Grade:</b> 08
<b>Reports To:</b> Supervisor/Record Manager	<b>Pos. No:</b> 534	<b>SIC:</b> 9131
<b>Department:</b> County Clerk, Record Dept.	<b>Loc. Code:</b> 0371102	<b>FLSA Code:</b> N
<b>Division:</b> Index/Assumed Department/ Recording	<b>Service Code:</b> C	<b>EEOC Code:</b> F04011

**Summary of Functions:** Performs a variety of complex high level clerical tasks and applies advanced skills involving research and record retrieval. Serves as an assistant to supervisor.

Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Functions as a senior clerk in a group of clerks performing varied of high level tasks; Trains new clerks; assists in the resolution of problems; answer questions regarding rules and procedures.	20%	E
2. Interacts extensively with the general public, walk-ins, telephone and mail. Performs complex research. Completes forms in regards to correspondence. Complies with request as presented by public.	20%	E
3. Researches, retrieves and issues copies of documents from optical imaging system, Dallas County mainframe system and real estate quick search system according to law.	20%	E
5. Collects fees, issues receipt and presents transactions to cashiers.	10%	E
6. Delegates duties to lower level clerks within the department. Follows through with clerks on completion of the assigned duties.	05%	E
7. Resolves problems in relations to optical imaging system (13 stations) and reader/printer equipment. Works with vendors to resolve equipment malfunctions.	05%	E
8. Verifies that optical imaging system and real estate quick search system is updated daily.	05%	E
9. Assists in preparing invoices for title and abstract companies on a monthly basis; totals accounts and receipts payment.	05%	E
10. Maintains microfilm records. Requests duplicates as needed.	05%	E
11. Performs other duties as assigned.	05%	N

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**Minimum Qualifications:**

**Education, Experience and Training:**

Graduation from an accredited high school/GED Program. Five (5) years or more of clerical work related experience or 75 hours of college or combination of the two. Prefer two (2) of those years to have been spent in a customer service environment.

**Special Requirements:**

Knowledge of optical imaging system, Dallas County mainframe system and real estate quick search computer system. Knowledge of different types of real estate documents. Extensive knowledge of real estate documents and Assumed name registration. Must be proficient in business English, spelling, math, office practices, and office equipment. Ability to make decisions in accordance with established policies and procedures. Ability to organize, plan, and assign work. Knowledge of computer applications and word processing, data inquiry, and software packages. Ability to establish and maintain effective working relationship with other county employees, officials and general public. Ability to make decisions in accordance with established policies and procedures. Ability to organize, plan and assign work. Knowledge of computers and general office equipment. Ability to communicate well with general public. Ability to understand and carry out complex verbal instructions. May require prolonged standing and/or sitting.

**Physical/Environmental Requirements:**

May require prolonged sitting and standing. May require moderate lifting of files, boxes, copies, etc. Ability to perform moderate lifting.

Hay Points: KH=        pts, PS=        pts, AC=        pts, TTL=        pts,

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)



## DALLAS COUNTY JOB DESCRIPTION

Job Title: Clerk III	Job Code: 6000200	Job Grade: 07
Reports To: ML/VS Supervisor	Pos. No: SEE BELOW	SIC: 9131
Department: County Clerk	Loc. Code: 0371102	FLSA Code: N
Division: Recording	Cservice Code: C	EEOC Code: F04050

**Summary of Functions:** Performs a variety of semi complex clerical tasks in the Marriage License/Vital Statistics Sections. Functions as senior clerk in section. Assists the Marriage License/Vital Statistics Supervisor in providing direction and training to clerks in section.

Duties and responsibilities:	% of time		Essential (E) or Non-Essential (N)
1. Data inputs and researches issues pertaining to vital statistics records by assessing the state bureau and the Dallas County mainframe computer systems.	20%		E
2. Collects fees, issues and processes cash receipts using new computer cashiering systems, verifies cash received at the end of business day.	15%		E
3. Reviews documents for completeness and accuracy prior to submitting to Austin.	15%		E
4. Issues legal documents/permits/licenses according to law.	10%		E
5. Researches, retrieves and issues confidential security documents according to law. Handles unresolved complex issues from staff.	10%		E
6. Assists supervisor in providing training and guidance to staff.	10%		E
7. Assists customers by phone, mail and walk ins.	10%		E
8. Prepares and forwards routine correspondence when returning incomplete documents to owner.	05%		E
9. Performs other duties as assigned.	05%		N

### Minimum Qualifications:

#### Education, Experience and Training:

Graduation from accredited high school/GED Program. Three (3) years of clerical work related experience or 45 hours of college or combination of the two.

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**Special Requirements:**

Ability to type 35 wpm. Ability to understand and carry out moderately complex oral and written instructions, organize and process work, establish and maintain effective working relationships with other County employees and the general public and ability to operate a computer/data entry terminals, and/or other office equipment as required.

**Physical Requirements:**

May require prolonged sitting and standing. May require moderate lifting of files, boxes, copies, etc.

Position: 574, 667, 575, 615, 585, 3112, 666, 559, 603, 616, 3012, 5051, 559

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)*





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Lead Cashier	<b>Job Code:</b> 60153	<b>Job Grade:</b> 07
<b>Reports to:</b> Real Property Technician	<b>Pos. No:</b> 543	<b>SIC:</b> 9311
<b>Department:</b> County Clerk	<b>Loc. Code:</b> 0371102	<b>FLSA Code:</b> N
<b>Division:</b> Recording	<b>CService Code:</b> C	<b>EEOC Code:</b> F01021

**Summary of Functions:** Reviews and enters deposits, payments, court order transfers and other payments and withdrawals into various machines and records, assists the public by telephone and in person, and acts as Lead Cashier for approximately two other cashiers.

Duties and Responsibilities:	% of Time	Essential (E) or Non-Essential (N)
1. Receives cash and checks.	30%	E
2. Completes daily entries into cash register which includes coding of documents according to request.	30%	E
3. Receives and counts register money before entering daily transactions. Locates and corrects errors.	10%	E
4. Assists the public in person and by telephone; answers questions regarding accounts.	10%	E
5. Acts as Lead Cashier for a group of cashiers; handles complex transactions and attempts to resolve problems encountered by other cashiers.	05%	E
6. Closes out and balances cash register daily; prints out summary sheet from register and compares by totaling all money to summary sheet total.	05%	E
7. Receives, reviews and enters deposits; completes daily and periodic reports.	05%	E
8. Performs other duties as assigned.	05%	N

**Minimum Qualification:**

**Education, Experience and Training:**

Graduation from an accredited high school/GED Program. Three (3) years of clerical work related experience or 45 hours of college or combination of the two.

**Special Requirements:**

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationship with other County employees and the general public. Knowledge of mainframe entry programs or PC spreadsheets preferred.

**Physical Requirements:**

May require prolonged sitting and standing. May require moderate lifting of files, boxes, copies, etc.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)

Typing requirement has been removed as 6/27/00



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Clerk II (Cashier)	<b>Job Code:</b> 60152	<b>Job Grade:</b> 06
<b>Reports To:</b> Supervisor	<b>Pos. No:</b> See Below	<b>SIC:</b> 9311
<b>Department:</b> County Clerk	<b>Loc. Code:</b> 0371102	<b>FLSA Code:</b> N
<b>Division:</b> All	<b>Cservice Code:</b> C	<b>EEOC Code:</b> F04050

**Summary of Functions:** Performs a variety of standardized clerical tasks pertaining to cashing while effectively demonstrating the ability to implement and apply basic and moderately complex policies and procedures. Works within a well defined framework of policies and procedures. Reports to a designated supervisor and requires moderate supervision.

Duties and responsibilities:	% of time		Essential (E) or Non-Essential (N)
1. Receives payments and prepares receipts. Data inputs applicable applicable codes, amounts, etc. to produce receipt.	40%		E
2. Prepares, verifies and processes a variety of documents, instruments, records, bills, vouchers, etc.	20%		E
3. Assists in researching, locates, pulls and prepares a variety of documents in an effort to comply with requests, laws and policies and procedures.	10%		E
4. Prepares various daily, monthly and annual reports for manager.	10%		E
5. Interacts effectively with the public by assisting them in utilization of equipment, researching of records and documents, and answering questions on a variety of County policies and procedures.	05%		E
6. Records, maintains, and compiles data to comply with laws, policies and procedures.	05%		E
7. Oversees filing and storage of files, documents, records, and other instruments pertaining to area of responsibility.	05%		E
8. Performs other duties as assigned.	05%		N

### Minimum Qualifications:

### Education, Experience and Training:

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Graduation from accredited high school/GED Program. Two (2) years of work related experience or 30 credit hours of college or a combination of the two.

Special Requirements:

Ability to understand and carry out moderately complex oral and written instructions, organize and process work, establish and maintain effective working relationships with other County employees and the general public and ability to operate a computer/data entry terminals, and/or other office equipment as required.

Physical Requirements:

May require prolonged sitting and standing. May require moderate lifting of files, boxes, copies, etc.

Position Numbers: 658, 546, 600, 5050, 648, 604, 567, 584,

Hay Points: KH=                      pts, PS=                      pts, AC=                      pts, TTL=                      pts,

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)

Typing requirement removed 6/27/2009.





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Clerk II/Cashier	<b>Job Code:</b> 60009	<b>Job Grade:</b> 06
<b>Reports To:</b> Recording Technician	<b>Pos. No:</b> SEE BELOEW	<b>SIC:</b> 9131
<b>Department:</b> County Clerk	<b>Loc. Code:</b> 0371102	<b>FLSA Code:</b> N
<b>Division:</b> Recording	<b>Cservice Code:</b> C	<b>EEOC Code:</b> F0411

**Summary of Functions:** Performs a variety of clerical tasks associated with processing UCC documents. Also functions as Cashier. Interacts extensively by telephone providing assistance. Functions as cashier and backup for departmental deposits.

Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Reviews, processes and verifies original documents/mail	30%	E
2. Collects appropriate fees, processes through cashing system and prepares receipts. Balances fees collected. Prepares receipt summaries	20%	E
3. Researches, locates, pulls and prepares UCC documents in an effort to comply with requests, laws and policies and procedures.	15%	E
4. Utilizes data terminal and/or computer to enter and/or update information into data fields. Types addresses on envelopes for return of the original documents.	15%	E
5. Verifies or ensures accuracy of information for quality control purposes.	10%	E
6. Maintains documents/files in numerical order.	05%	E
7. Performs other duties as assigned.	05%	N

### **Minimum Qualifications:**

#### **Education, Experience and Training:**

Graduation from an accredited high school/GED Program. Two years of clerical work related experience or 30 hours of college or combination of the two.

#### **Special Requirements:**

Ability to type 30 wpm. Ability to understand and follow written and verbal instructions, organize and process work.

#### **Physical/Environmental Requirements:**

Normal office environment. Ability to stand for prolonged periods.

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Position: 644, 4383, 665, 553, 940, 941, 571, 586, 547, 629, 545, 641, 5967, 76857686, 7689, 554

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)

## DALLAS COUNTY JOB DESCRIPTION

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Job Title: Clerk I	Job Code: 60007	Job Grade: 05
Reports To: ML/VS Supervisor	Pos. No:	SIC: 9131
Department: County Clerk	Loc. Code: 0300135, 0371102	FLSA Code: N
Division: Vital Statistic/Recording	Service Code: C	EEOC Code: F04050

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**Summary of Functions:** Performs various detailed tasks. Job tasks which follow established policies and procedures. Works with records of confidentiality. Accesses various computer systems. Interacts extensively with the general public.

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Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Data inputs and researches issues vital records by accessing the state bureau and the Dallas County mainframe computer systems.	25%	E
2. Collects fee, issues and processes cash receipts using computer cashing system, verifies cash received at the end of each business day for the department.	15%	E
3. Issues legal documentation/permits/license according to law.	15%	E
4. Researches, retrieves and issues confidential security documents according to law.	15%	E
5. Types application for marriage license.	10%	E
6. Receives, reviews and processes mail.	05%	E
7. Receives, reviews and processes legal documents according to law.	05%	E
8. Assist customers by phone and/or mail, types or completes form letters in response to mail request.	05%	E
9. Perform other duties as assigned.	05%	N

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**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited high school/GED Program. No experience required.

Special Requirements:

Ability to type 25 wpm. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationship with other County employees and the general public and knowledge of county cashing system.

Physical Requirements:

Normal office environment.

Position #: 595, 668, 610, 657, 684, 649, 628, 375, 4067, 608, 541.

Hay Points: KH=      pts, PS=      pts, AC=      pts, TTL=      pts,

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commissioners Court and/or Civil Service Commission: \_\_\_\_\_ (Date)  
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## DALLAS COUNTY JOB DESCRIPTION

Job Title: Clerical Assistant II	Job Code: 6000000	Job Grade: 04
Reports To: Supervisor	Pos. No: (see below)	SIC: 9131
Department: County Clerk	Loc. Code: 0371102	FLSA Code: N
Division:	C Service Code: C	EEOC Code: F04050

**Summary of Functions:** Performs limited number of clearly defined job task which follows established policies and procedures. Tasks tend to be repetitive in nature and are performed under moderate supervision. Will access computer system and assist the public.

Duties and responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Reviews legal documents after recording against checklist. Checks for items such as missing information, signature, etc.	30%	E
2. Performs extensive quality control.	30%	E
3. Delivers and collects inter-office mail and outgoing correspondence.	20%	E
4. Addresses envelopes.	05%	E
5. Researches records form optical imaging computer system.	05%	E
6. Assists customers by phone with return of original documents.	05%	E
7. Performs other duties as assigned	05%	N

### Minimum Qualifications:

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. No experience required.

#### Special Requirements:

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationship with other County employees and the general public.

#### Physical Requirements:

May require prolonged sitting and standing. May require moderate lifting of files, boxes, copies, etc.

### SALARY SCHEDULE I (3%)

Grade	1.03	Minimum (-20%)	(-12%)	Max In-Line (-4%)	(+4%)	(+12%)	Maximum (+20%)
01	annual	\$15,204.80	\$16,577.60	\$17,950.40	\$19,323.20	\$20,696.00	\$22,068.80
	mo	\$1,267.07	\$1,381.47	\$1,495.87	\$1,610.27	\$1,724.67	\$1,839.07
	bi-wk	\$584.80	\$637.60	\$690.40	\$743.20	\$796.00	\$848.80
	hr.	\$7.31	\$7.97	\$8.53	\$9.29	\$9.95	\$10.51
02	annual	\$15,953.60	\$17,388.80	\$18,824.00	\$20,259.20	\$21,694.40	\$23,150.40
	mo	\$1,329.47	\$1,449.07	\$1,568.67	\$1,688.27	\$1,807.87	\$1,929.20
	bi-wk	\$613.60	\$668.80	\$724.00	\$779.20	\$834.40	\$890.40
	hr.	\$7.87	\$8.36	\$9.05	\$9.74	\$10.43	\$11.13
03	annual	\$16,808.40	\$18,304.00	\$19,822.40	\$21,320.00	\$22,838.40	\$24,336.00
	mo	\$1,400.53	\$1,525.33	\$1,651.87	\$1,776.67	\$1,903.20	\$2,028.00
	bi-wk	\$646.40	\$704.00	\$762.40	\$820.00	\$878.40	\$936.00
	hr.	\$8.08	\$8.80	\$9.53	\$10.25	\$10.98	\$11.70
04	annual	\$17,721.60	\$19,323.20	\$20,904.00	\$22,526.40	\$24,107.20	\$25,708.80
	mo	\$1,476.80	\$1,610.27	\$1,742.00	\$1,877.20	\$2,008.80	\$2,142.40
	bi-wk	\$681.60	\$743.20	\$804.00	\$866.40	\$927.20	\$988.80
	hr.	\$8.52	\$9.29	\$10.05	\$10.83	\$11.59	\$12.36
05	annual	\$18,136.00	\$20,841.60	\$22,547.20	\$24,273.60	\$25,979.20	\$27,728.40
	mo	\$1,594.67	\$1,736.80	\$1,878.93	\$2,022.80	\$2,164.93	\$2,310.53
	bi-wk	\$736.00	\$801.60	\$867.20	\$933.60	\$999.20	\$1,065.40
	hr.	\$9.20	\$10.02	\$10.84	\$11.67	\$12.49	\$13.32
06	annual	\$20,612.80	\$22,464.00	\$24,315.20	\$26,187.20	\$28,017.60	\$29,889.60
	mo	\$1,717.73	\$1,872.00	\$2,026.27	\$2,182.27	\$2,334.80	\$2,490.80
	bi-wk	\$782.80	\$864.00	\$935.20	\$1,007.20	\$1,077.60	\$1,149.60
	hr.	\$9.91	\$10.80	\$11.69	\$12.59	\$13.47	\$14.37
07	annual	\$22,235.20	\$24,273.60	\$26,270.40	\$28,268.00	\$30,243.20	\$32,260.80
	mo	\$1,852.93	\$2,022.80	\$2,189.20	\$2,357.33	\$2,520.27	\$2,688.40
	bi-wk	\$855.20	\$933.60	\$1,010.40	\$1,088.00	\$1,163.20	\$1,240.80
	hr.	\$10.69	\$11.67	\$12.63	\$13.60	\$14.54	\$15.51
08	annual	\$24,044.80	\$26,208.00	\$28,350.40	\$30,513.60	\$32,678.80	\$34,840.00
	mo	\$2,003.73	\$2,184.00	\$2,362.53	\$2,542.80	\$2,723.07	\$2,903.33
	bi-wk	\$924.80	\$1,008.00	\$1,090.40	\$1,173.60	\$1,258.80	\$1,340.00
	hr.	\$11.56	\$12.60	\$13.63	\$14.67	\$15.71	\$16.75
09	annual	\$26,916.80	\$28,267.20	\$30,576.00	\$32,928.40	\$35,295.20	\$37,606.40
	mo	\$2,159.73	\$2,355.60	\$2,548.00	\$2,743.87	\$2,936.27	\$3,133.87
	bi-wk	\$996.80	\$1,087.20	\$1,178.00	\$1,268.40	\$1,355.20	\$1,446.40
	hr.	\$12.46	\$13.59	\$14.70	\$15.83	\$16.94	\$18.08
10	annual	\$28,038.40	\$30,576.00	\$33,092.80	\$35,609.60	\$38,126.40	\$40,664.00
	mo	\$2,336.53	\$2,548.00	\$2,757.73	\$2,967.47	\$3,177.20	\$3,388.67
	bi-wk	\$1,078.40	\$1,178.00	\$1,272.80	\$1,369.60	\$1,466.40	\$1,564.00
	hr.	\$13.48	\$14.70	\$15.91	\$17.12	\$18.33	\$19.55

Effective January 11, 2003

## SALARY SCHEDULE E (3%)

Grade	1.03	Minimum	Max in-Hire				Maximum
		(-20%)	(-12%)	(-4%)	(+4%)	(+12%)	(+20%)
A	annual	\$27,241.44	\$29,973.00	\$32,692.20	\$35,399.04	\$38,142.96	\$40,862.16
	mo	\$2,270.12	\$2,497.75	\$2,724.35	\$2,949.92	\$3,178.58	\$3,405.18
	bi-wk	\$1,047.75	\$1,152.81	\$1,257.38	\$1,361.50	\$1,467.04	\$1,571.62
	hr.	\$13.10	\$14.41	\$15.72	\$17.02	\$18.34	\$19.65
B	annual	\$28,697.68	\$31,789.92	\$34,682.16	\$37,574.40	\$40,441.92	\$43,346.52
	mo	\$2,408.14	\$2,649.16	\$2,890.18	\$3,131.20	\$3,370.16	\$3,612.21
	bi-wk	\$1,111.45	\$1,222.69	\$1,333.93	\$1,445.17	\$1,555.46	\$1,667.17
	hr.	\$13.89	\$15.29	\$16.68	\$18.07	\$19.45	\$20.84
C	annual	\$30,257.28	\$33,285.48	\$36,313.68	\$39,341.88	\$42,357.72	\$45,385.92
	mo	\$2,521.44	\$2,773.79	\$3,026.14	\$3,278.49	\$3,529.81	\$3,782.16
	bi-wk	\$1,163.74	\$1,280.21	\$1,396.68	\$1,513.15	\$1,629.14	\$1,746.61
	hr.	\$14.55	\$16.00	\$17.48	\$18.91	\$20.36	\$21.82
D	annual	\$32,136.00	\$35,349.60	\$38,563.20	\$41,776.80	\$44,990.40	\$48,216.36
	mo	\$2,678.00	\$2,945.80	\$3,213.60	\$3,481.40	\$3,749.20	\$4,018.03
	bi-wk	\$1,236.00	\$1,358.60	\$1,483.20	\$1,606.80	\$1,730.40	\$1,854.48
	hr.	\$15.45	\$17.00	\$18.54	\$20.09	\$21.63	\$23.18
E	annual	\$33,643.92	\$37,005.84	\$40,367.76	\$43,742.04	\$47,103.96	\$50,465.88
	mo	\$2,803.66	\$3,083.82	\$3,363.98	\$3,645.17	\$3,925.33	\$4,205.49
	bi-wk	\$1,294.00	\$1,423.30	\$1,552.61	\$1,682.39	\$1,811.69	\$1,941.00
	hr.	\$16.17	\$17.79	\$19.41	\$21.03	\$22.65	\$24.27
F	annual	\$35,448.48	\$38,983.44	\$42,518.40	\$46,078.08	\$49,625.40	\$53,160.36
	mo	\$2,954.04	\$3,248.62	\$3,543.20	\$3,839.84	\$4,135.45	\$4,430.03
	bi-wk	\$1,363.40	\$1,499.36	\$1,635.32	\$1,772.23	\$1,908.67	\$2,044.63
	hr.	\$17.04	\$18.74	\$20.44	\$22.15	\$23.86	\$25.58
G	annual	\$38,241.84	\$42,061.08	\$45,892.68	\$49,724.28	\$53,543.52	\$57,375.12
	mo	\$3,186.82	\$3,505.09	\$3,824.39	\$4,143.69	\$4,461.96	\$4,781.26
	bi-wk	\$1,470.84	\$1,617.73	\$1,765.10	\$1,912.47	\$2,059.37	\$2,206.74
	hr.	\$18.39	\$20.22	\$22.06	\$23.91	\$25.74	\$27.58
H	annual	\$41,183.52	\$45,299.40	\$49,427.64	\$53,543.52	\$57,671.76	\$61,787.84
	mo	\$3,431.96	\$3,774.95	\$4,118.97	\$4,461.96	\$4,805.98	\$5,148.97
	bi-wk	\$1,583.98	\$1,742.28	\$1,901.08	\$2,059.37	\$2,218.14	\$2,376.45
	hr.	\$19.80	\$21.78	\$23.76	\$25.74	\$27.73	\$29.71
I	annual	\$44,496.00	\$48,945.60	\$53,407.56	\$57,844.80	\$62,306.76	\$66,744.00
	mo	\$3,708.00	\$4,078.80	\$4,450.63	\$4,820.40	\$5,192.23	\$5,562.00
	bi-wk	\$1,711.38	\$1,882.52	\$2,054.14	\$2,224.80	\$2,396.41	\$2,567.08
	hr.	\$21.39	\$23.53	\$25.68	\$27.81	\$29.96	\$32.09

Effective January 11, 2003

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**SIGN IN SHEET**  
**RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK**

**SOLICITATION #2004-064-1485**

**DATE: MARCH 22, 2004 @ 4:30 PM. Location: County Clerk Walk Thru**

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
ACS	Mark Holmes	214/902-5000
ESC	Greg Taylor	512/269 9901
ACS	RAY SAULINO	215 837 8681
Image Tek	Sunny Andersan	254-755-6611
iDocket.com	ARMANDO BALCERRAMA	ARMANDO B @ iDocket.com 806-433-3897 972-488-1311
Scan Data Imaging	Charlotte Lake	clake@scandataimaging.com 512-257-6656
Hart InterCivic	Vicki McCullough	Vmclough@hartic.com 512-542-3577 or 512-542-3501 or
Bearing Point	Jeff F. Lind	jlind@bearingpoint.net 512.542.5336
Bearing Point	Bill Rogers	br Rogers@BearingPoint.net



**SIGN IN SHEET**  
**RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK**

SOLICITATION #2004-064-1485

DATE: MARCH 29, 2004 @ 4:30 PM. Location: County Clerk Walk Thru

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
FIDLAR SOFTWARE	MARK LYSTINEK	markle@fidlar.com
AMCAD	Gregory T. Diaz	gdiaz@amcad.com 530-444-0786
Up: Running Solutions	Fred Johnson	214 575 3451 214 732 9014
Harx Inter Civic	Wade Perker	512-252-6400
ONET INC	O.T. Williams	214-341-7638
Precise Land Records	Richard Ortiz	972 641 1600 precise.land.com
<del>John Rick Hart</del>	John Rickhart	972-8397415 jrickhart@plautic.com
CHRISTIAN CAMPBELL	Atos Origen	214-636-1557

**SIGN IN SHEET**  
**RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK**  
**SOLICITATION #2004-064-1485**

DATE: MARCH 29, 2004 @ 4:30 PM. Location: County Clerk Walk Thru

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
Business Information Systems	Ryan McKinney / Jerry Woodard	866-514-5192 ryan@bisonline.com
Aptix Solutions	Tim O'neilly & Nicole Griffin	467-767-0570 tomeilly@aptix.com ngriffin@aptix.com
Wise Business Service, Inc.	Demetria L. Wise	demetria@wisebusinessservice.com 214-915-9946
LASOW	Stan Jeffers	STEFFER@LASOW.COM (512) 791-8027
ei Stream	Doug Allen	doug.allen@eiStream.com 800-522-5595
ATOS origin	Steve Stolle	STEVE.STOLLE@atosorigin.com 713 4994546
Atos Origin	Sandra Korompelas	Sandra.Korompelas@atosorigin.com
Atos origin	Cynthia Morgan	303 741 8528
Adlar Software	Emily Cox	309.794.3200 emilyc@adlar.com

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SIGN IN SHEET  
RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK

SOLICITATION #2004-064-1485

DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room

COMPANY NAME

REPRESENTATIVE

PHONE/FAX AND/OR EMAIL

CEN TEK TECH

CHARLES BLACKMORE

(214) 630-8009 CBLACKMORE  
CENTEK135.com

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972-930-3025



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**DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room**

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SIGN IN SHEET  
RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK

SOLICITATION #2004-064-1485

DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
Acos origin	Graham Morgan	303 741 8528
Southwest Solutions Group	Cover Stalaker	972 331-8870
DWAVE Perker	Mark Interivic	512-252-6400
Qnet	Dr. Quinn	214-869-3875
ACS	RAY SALLANS	215 837 8681
Court House Specialists	HOWARD ZIELKE	214-676-5602
Qnet Inc	D. Twill	214-341-7638
FOLAR SOFTWARE	BLANK LESTER	309-236-8556, mardle@fidlar.com
ATS Inc	Bruce Martin	972 7453444, bmartin@ ATS-us.com

**SOLICITATION #2004-064-1485**

COMPANY NAME

## REPRESENTATIVE

**PHONE/FAX AND/OR EMAIL**

Hart-Interim

John R. Lomb

gricknaby@charter.com 972-8397415

MAXIM SGT

JOSEPH GUERREIRO

JGVERRERO@MARIASGL.COM

MAKIN S@I

BRETT AUSTLEY

BATKFI@MAXHSEI.COM

QNET IS

Richard Sanner

214-341-7638 PSANNC @ ONETIS.COM

IBR

V. Bonelli.

204-215-5692

Laserfiche/V.P. Imaging

Ashley Bailey

912-934-8608 ashley@vipimaging.com

/ /

Zack Ashier

972934-8608 zaak@vrimaging.com

Dianne Ferguson

extr, ip

92-241-8392 dianne.ferguson@altur.c

Chris Jensen

ext<sub>g</sub>,lp

512-348-5022 Chris. Jensen @  
ertyu.g

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SIGN IN SHEET  
RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK

SOLICITATION #2004-064-1485

DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
SMCS	NATHAN STEWART	817-496-8383
Deloitte	Greg Higgins	469-417-3652
Imagetek	Jerry Anderson	janderson@imagetekinc.com 254-755-6611 x202
Mos Origini	Sandra Koromyselous	713 499 4546
Archivist Solutions Corp.	Ron Kimmel	(972) 980-1083
AES	Mark Halmer	214/902-5000
WISE BUSINESS INC.	Demetria L Wise	214. 915. 9946
<del>DeWitt</del>		



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**DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room**

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COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
Aptitude Solutions	Tim Nemethy	407-767-0570 tnmethy@aptic.com
Aptitude Solutions	Nicole Griffin	407-767-0570 ngriffin@aptic.com
ESC	Greg Taylor	512 264 9901 gptaylor@andy.net
NEW VISION SYSTEMS	MIKE SEGERS	877.463.9847 x43 MIMES@NEWVISIONSYSTEMS.COM
ACS	JOHN HARVELL	214 902 5000 john.harvell@acs-inc.com
Xerox	Kelly Loy	214 277 6173 Kelly.loy@usa.xerox.com
Landata Technologies, Inc.	Steve Sersauer	210-477-4005 ssersauer@landata.com
AMCAD	GEORGE J. DIAZ	530-477-5548 gdiaz@amcad.com
BIT	James Thurman	814-238-0038 JThurman@cheerful.com

**SIGN IN SHEET**  
**RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK**

**SOLICITATION #2004-064-1485**

**DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room**

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
ei Steam	Doug Allen	512-791-8027 Fax 512-282-8506 doug.allen@ei-steam.com
Bearing Point	Jeff Floyd	PH 512-542-3547 FX 512-542-3501 jfloyd@BearingPoint.net
Bearing Point	Bill Rogers	512.542.5336 WEROGERS@BearingPoint.net
Bearing Point	Kelvin Tamillo	512.542-5300 HTANTILLO@BearingPoint.net
Scan Data Imaging	Charlotte Lake	972-488-1311 clake@scandataimaging.com
Fidlar Software	Emily Cox	309.794.3200 emilyc@fidlar.com
JIM STRYKER	HART INTERCIVIL	
Business Information Systems	Ryan McKinney	866-514-5192 ryan@bisonline.com
Business Information Systems	Jerry Woodard	866-514-5192 jwoodard@bisonline.com

**SIGN IN SHEET**  
**RECORDING, INDEXING, & IMAGING SYSTEM FOR THE COUNTY CLERK**

**SOLICITATION #2004-064-1485**

**DATE: MARCH 29, 2004 @ 1:00 PM. Location: Commissioners Court Room**

COMPANY NAME	REPRESENTATIVE	PHONE/FAX AND/OR EMAIL
Unisys Corp.	David Dillow	972-541-8104 / david.dillow@unisys.com
Healr Systems	Dave Dargatz	214 621 4700 / dave@dargatz.com
Litigation Solution	Gregory Hedgespeth	(214) 939-9700
iDocket.com	ARMANDO BALDERRAMA	806-433-3897
JAKN NSIS	James Vancut	972-230-8273
Enet	Larry Hall	214 341-7638
Mindsphere Tech.	Tony Sanchez	972.930.3027
Dts Courts	Travis Hicks	214 653-6018



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PHONE/FAX AND/OR EMAIL  
214 575 3451  
214 732 9014

UP : Running Solutions

Fred Johnson

PHONE/FAX AND/OR EMAIL  
214 575 3451  
214 732 9014

PCS.

Jack Trompent

214 762-0408

# Exhibit A-1

## Death Record File Layout

```

*-----*
*      THIS IS THE NEW RECORDING DEATH MASTER      *
*-----*
*      LAST UPDATED  12/23/96  BY Q.BROWN    WO# 97-0119  *
*      02/08/96      BY C.WILKINS          *
*      01/11/96      BY C.WILKINS          *
*      08/24/95      BY PHIL A. ELSNER      *
*      10/11/85      BY NC                  *
*                                           LRECL=246  *
*-----* DRFDEATH *-----*
*
05  DRMST-D-DELETE-BYTE          PIC X.          001-001
05  DRMST-D-INST-NUM.            002-009
    10  DRMST-D-CURR-YR          PIC 99.          002-003
    10  DRMST-D-INST-NO          PIC 9(6).         004-009
05  DRMST-D-DECEASED-NAME.       010-059
    10  DRMST-D-DEC-FIRST-NM      PIC X(15).       010-024
    10  DRMST-D-FIRST-RECORD REDEFINES DRMST-D-DEC-FIRST-NM. 010-024
        15  DRMST-D-1ST-YR        PIC XX.          010-011
        15  DRMST-D-1ST-INST-NUM  PIC X(6).         012-017
        15  FILLER                 PIC X(7).         018-024
    10  DRMST-D-DEC-MIDL-NM       PIC X(15).       025-039
    10  DRMST-D-FIRST-PREV-RECORD REDEFINES
        DRMST-D-DEC-MIDL-NM.          025-039
        15  DRMST-D-1ST-PREV-YR    PIC XX.          025-026
        15  DRMST-D-1ST-PREV-INST-NUM PIC X(6).     027-032
        15  FILLER                 PIC X(7).         033-039
    10  DRMST-D-DEC-LAST-NM.      040-056
        15  DRMST-D-1ST-LETTER     PIC X.            040-040
        15  DRMST-D-FILLER-NM      PIC X(16).        041-056
    10  DRMST-D-DEC-GENERATION    PIC X(3).          057-059
05  DRMST-D-DEATH-DATE.          060-065
    10  DRMST-D-DEATH-YY          PIC 99.          060-061
    10  DRMST-D-DEATH-MM          PIC 99.          062-063
    10  DRMST-D-DEATH-DD          PIC 99.          064-065
05  DRMST-D-SEX                  PIC X.            066-066
05  DRMST-D-RACE                 PIC X.            067-067
05  DRMST-D-AMEND                PIC X.            068-068
05  DRMST-D-AGE.                 069-071
    15  DRMST-D-AGE-1ST           PIC X(1).          069-069
    15  FILLER                   PIC X(2).          070-071
05  DRMST-D-MO-HH                PIC 99.          072-073
05  DRMST-D-DA-MM                PIC 99.          074-075
05  DRMST-D-VOL                  PIC 9(3).          076-078
05  DRMST-D-PAGE-NUM             PIC 9(4).          079-082
05  DRMST-D-PLACE                PIC X(25).         083-107
05  DRMST-D-RES                  PIC X(20).         108-127
05  DRMST-D-CAUSE                PIC X(25).         128-152
05  DRMST-D-CORR-INFO.           153-161
    10  DRMST-D-CORR-BYTE         PIC X.            153-153
    10  DRMST-D-OPER-ID           PIC XX.           154-155
    10  DRMST-D-TRANS-DATE.       156-161
        15  DRMST-D-TRANS-YY      PIC 99.          156-157
        15  DRMST-D-TRANS-MM      PIC 99.          158-159
        15  DRMST-D-TRANS-DD      PIC 99.          160-161
05  DRMST-D-COMMENT-LINE.        162-213
    10  DRMST-D-COMMENT-1-25      PIC X(25).        162-186
    10  DRMST-D-COMMENT-REST      PIC X(27).        187-213
05  DRMST-D-VOL2                 PIC 9(5).          214-218

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05	DRMST-D-PAGE-NUM2	PIC 9(4).	219-222
05	DRMST-D-VOL3	PIC 9(5).	223-227
05	DRMST-D-PAGE-NUM3	PIC 9(4).	228-231
05	DRMST-D-BIRTH-DATE.		232-239
	10 DRMST-D-BIRTH-CC	PIC 99.	232-233
	10 DRMST-D-BIRTH-YY	PIC 99.	234-235
	10 DRMST-D-BIRTH-MM	PIC 99.	236-237
	10 DRMST-D-BIRTH-DD	PIC 99.	238-239
05	FILLER	PIC X(7).	240-246

```

*****-----*****
*      THIS IS THE DEATH CROSS REFERENCE BY NAME.      *
*      THE KEY TO THIS FILE IS NAME                     *
*                                                        *
*      LAST UPDATE   06/27/85           BY NC           *
*                                                        *
*                                                        *
*                                LRECL=50                *
*****-----** DRFDEXRF **-----*****

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05	DEXRF-DELETE-BYTE	PIC X.	001-001
05	DEXRF-KEY.		002-034
	10 DEXRF-NAME	PIC X(25).	002-026
	10 DEXRF-INST-NUM.		027-034
	15 DEXRF-CURR-YY	PIC XX.	027-028
	15 DEXRF-INST-NO	PIC X(6).	029-034
05	DEXRF-DEATH-DATE.		035-040
	10 DEXRF-MM	PIC XX.	035-036
	10 DEXRF-DD	PIC XX.	037-038
	10 DEXRF-YY	PIC XX.	039-040
05	DEXRF-SEX	PIC X.	041-041
05	DEXRF-RACE	PIC X.	042-042
05	DEXRF-PAGE	PIC X(4).	043-046
05	DEXRF-VOL	PIC X(3).	047-049
05	DEXRF-AMEND	PIC X.	050-050

# Exhibit A-2 Marriage Record File Layout

```

*-----*
*      THIS IS THE NEW RECORDING MARRIAGE MASTER      *
*-----*
*      LAST UPDATE   05/22/87      BY NC      *
*-----*
*      LRECL=260      *
*-----*
*      DRFMARRI      *
*-----*
05  DRMST-M-DELETE-BYTE      PIC X.      001-001
05  DRMST-M-KEY.      002-011
    10  DRMST-M-INST-NUM.      002-009
        15  DRMST-M-YR      PIC 99.      002-003
        15  DRMST-M-INST-NO      PIC 9(6).      004-009
    10  DRMST-M-STATION      PIC 99.      010-011
05  DRMST-M-TYPE      PIC X(3).      012-014
05  DRMST-M-HUSBAND-NAME.      015-077
    10  DRMST-M-HUS-FIRST-NM      PIC X(15).      015-029
    10  DRMST-M-HUS-MIDL-NM      PIC X(15).      030-044
    10  DRMST-M-HUS-LAST-NM      PIC X(15).      045-059
    10  DRMST-M-HUS-GENERATION      PIC X(3).      060-062
    10  DRMST-M-HUS-MIDL2-NM      PIC X(15).      063-077
05  DRMST-M-WIFE-NAME.      078-140
    10  DRMST-M-WIFE-FIRST-NM      PIC X(15).      078-092
    10  DRMST-M-WIFE-MIDL-NM      PIC X(15).      093-107
    10  DRMST-M-WIFE-LAST-NM      PIC X(15).      108-122
    10  DRMST-M-WIFE-GENERATION      PIC X(3).      123-125
    10  DRMST-M-WIFE-MIDL2-NM      PIC X(15).      126-140
05  DRMST-M-APP-DIM.      141-153
    10  DRMST-M-APP-VOL      PIC X(3).      141-143
    10  DRMST-M-APP-PG-NUM      PIC X(4).      144-147
    10  DRMST-M-APP-DATE.      148-153
        15  DRMST-M-APPL-YY.      148-149
            20  DRMST-A-DECADE      PIC X.      148-148
            20  DRMST-A-YEAR      PIC X.      149-149
        15  DRMST-M-APPL-MM.      150-151
            20  APPL-MM1      PIC X.      150-150
            20  APPL-MM2      PIC X.      151-151
        15  DRMST-M-APPL-DD      PIC XX.      152-153
05  DRMST-M-LIC-AFF.      154-166
    10  DRMST-M-LIC-VOL      PIC X(3).      154-156
    10  DRMST-M-LIC-PG-NUM      PIC X(4).      157-160
    10  DRMST-M-LICN-DATE.      161-166
        15  DRMST-M-LICN-YY.      161-162
            20  DRMST-I-DECADE      PIC X.      161-161
            20  DRMST-I-YEAR      PIC X.      162-162
        15  DRMST-M-LICN-MM.      163-164
            20  LICN-MM1      PIC X.      163-163
            20  LICN-MM2      PIC X.      164-164
        15  DRMST-M-LICN-DD      PIC XX.      165-166
05  DRMST-M-FEE      PIC 99V99.      167-170
05  DRMST-M-BLIP.      171-176
    10  DRMST-M-SYST-YR      PIC XX.      171-172
    10  DRMST-M-BLIP-NO      PIC X(4).      173-176
05  DRMST-M-CORR.      177-185
    10  DRMST-M-CORR-BYTE      PIC X.      177-177
    10  DRMST-M-OPER-ID      PIC XX.      178-179
    10  DRMST-M-TRANS-DATE.      180-185
        15  DRMST-M-TRANS-YY      PIC XX.      180-181
        15  DRMST-M-TRANS-MM      PIC XX.      182-183
        15  DRMST-M-TRANS-DD      PIC XX.      184-185

```



05	DRMST-M-COMMENT-LINE	PIC X(70).	186-255
05	FILLER	PIC X(5).	256-260

\*\*\*\*\*-----\*\*\*\*\*-----\*\*\*\*\*

\* THIS IS THE MARRIAGE CROSS REFERENCE BY NAME \*

\* THE KEY TO THIS FILE IS HUSBAND NAME \*

\* \*

\* LAST UPDATE 07/10/87 BY NC \*

\* LRECL=120 \*

\*\*\*\*\*-----\*\* DRFM1XRF \*\*-----\*\*\*\*\*

05	M1XRF-DELETE-BYTE	PIC X.	001-001
05	M1XRF-KEY.		002-064
10	M1XRF-H-NAME	PIC X(50).	002-051
10	M1XRF-INST-NUM.		052-059
15	M1XRF-CURR-YY	PIC XX.	052-053
15	M1XRF-REG-NO	PIC X(6).	054-059
10	M1XRF-STATION	PIC XX.	060-061
10	M1XRF-TYPE	PIC XXX.	062-064
05	M1XRF-FILLER1	PIC XX.	065-066
05	M1XRF-APP-DATA.		067-079
10	M1XRF-APP-DATE.		067-072
15	M1XRF-APP-MM	PIC XX.	067-068
15	M1XRF-APP-DD	PIC XX.	069-070
15	M1XRF-APP-YY	PIC XX.	071-072
10	M1XRF-APP-VOL	PIC X(3).	073-075
10	M1XRF-APP-PAGE	PIC X(4).	076-079
05	M1XRF-LIC-DATA.		080-092
10	M1XRF-LIC-FILE-DATE.		080-085
15	M1XRF-LIC-MM	PIC XX.	080-081
15	M1XRF-LIC-DD	PIC XX.	082-083
15	M1XRF-LIC-YY	PIC XX.	084-085
10	M1XRF-LIC-VOL	PIC X(3).	086-088
10	M1XRF-LIC-PAGE	PIC X(4).	089-092
05	M1XRF-W-NAME	PIC X(20).	093-112
05	M1XRF-FILLER2	PIC X(8).	113-120

\*\*\*\*\*-----\*\*\*\*\*-----\*\*\*\*\*

\* THIS IS THE MARRIAGE CROSS REFERENCE BY NAME \*

\* THE KEY TO THIS FILE IS WIFE NAME \*

\* \*

\* LAST UPDATE 07/10/87 BY NC \*

\* LRECL=120 \*

\*\*\*\*\*-----\*\* DRFM2XRF \*\*-----\*\*\*\*\*

05	M2XRF-DELETE-BYTE	PIC X.	001-001
05	M2XRF-KEY.		002-064
10	M2XRF-W-NAME	PIC X(50).	002-051
10	M2XRF-INST-NUM.		052-059
15	M2XRF-CURR-YY	PIC XX.	052-053
15	M2XRF-REG-NO	PIC X(6).	054-059
10	M2XRF-STATION	PIC XX.	060-061
10	M2XRF-TYPE	PIC XXX.	062-064
05	M2XRF-FILLER1	PIC XX.	065-066
05	M2XRF-APP-DATA.		067-079
10	M2XRF-APP-DATE.		067-072
15	M2XRF-APP-MM	PIC XX.	067-068
15	M2XRF-APP-DD	PIC XX.	069-070
15	M2XRF-APP-YY	PIC XX.	071-072
10	M2XRF-APP-VOL	PIC X(3).	073-075
10	M2XRF-APP-PAGE	PIC X(4).	076-079
05	M2XRF-LIC-DATA.		080-092
10	M2XRF-LIC-FILE-DATE.		080-085
15	M2XRF-LIC-MM	PIC XX.	080-081

15	M2XRF-LIC-DD	PIC XX.	082-083
15	M2XRF-LIC-YY	PIC XX.	084-085
10	M2XRF-LIC-VOL	PIC X(3).	086-088
10	M2XRF-LIC-PAGE	PIC X(4).	089-092
05	M2XRF-H-NAME	PIC X(20).	093-112

# Exhibit A-3 Assumed Names File Layout

```

*-----*
*          THIS IS THE NEW RECORDING ASSUME NAME MASTER          *
*-----*
*          LAST UPDATE    09/24/87          BY NC          *
*                                     LRECL=465          *
*-----* DRFASUM *-----*
*
05  DRMST-A-DELETE-BYTE          PIC X.          001-001
05  DRMST-A-REG-NUM.          002-009
    10  DRMST-A-CURR-YR          PIC 99.          002-003
    10  DRMST-A-REG-NO          PIC 9(6).          004-009
05  DRMST-A-RECORD-SEQ          PIC X(4).          010-013
05  DRMST-A-FILE-DATE.          014-019
    10  DRMST-A-FILE-MM          PIC 99.          014-015
    10  DRMST-A-FILE-DD          PIC 99.          016-017
    10  DRMST-A-FILE-YY          PIC 99.          018-019
05  DRMST-A-FEE          PIC S9(7)V99.          020-028
05  DRMST-A-TYPE          PIC X(10).          029-038
05  DRMST-A-BUS-NAME          PIC X(60).          039-098
05  DRMST-A-BUS-ADDRESS.          099-173
    10  DRMST-A-BUS-ADDR1          PIC X(65).          099-163
    10  DRMST-A-BUS-ADDR2          PIC X(10).          164-173
05  DRMST-A-BUS-CITY          PIC X(20).          174-193
05  DRMST-A-BUS-STATE          PIC X(3).          194-196
05  DRMST-A-BUS-ZIP          PIC X(9).          197-205
05  DRMST-A-OWN-NAME          PIC X(60).          206-265
05  DRMST-A-OWN-ADDRESS.          266-340
    10  DRMST-A-OWN-ADDR1          PIC X(65).          266-330
    10  DRMST-A-OWN-ADDR2          PIC X(10).          331-340
05  DRMST-A-OWN-CITY          PIC X(20).          341-360
05  DRMST-A-OWN-STATE          PIC X(3).          361-363
05  DRMST-A-OWN-ZIP          PIC X(9).          364-372
05  DRMST-A-CORR-INFO.          373-381
    10  DRMST-A-CORR-BYTE          PIC X.          373-373
    10  DRMST-A-OPER-ID          PIC XX.          374-375
    10  DRMST-A-TRANS-DATE.          376-381
        15  DRMST-A-TRANS-YY          PIC 99.          376-377
        15  DRMST-A-TRANS-MM          PIC 99.          378-379
        15  DRMST-A-TRANS-DD          PIC 99.          380-381
05  DRMST-A-COMMENT-LINE          PIC X(70).          382-451
05  FILLER          PIC X(14).          452-465

```

```

*****-----*****
*
*          MODULE = DRFBXRF
*
*          THIS IS THE BUSINESS NAME CROSS REFERENCE          *
*          THE KEY TO THIS FILE IS NAME          *
*-----*
*          LAST UPDATE          *
*          10/05/95          BY CRW  ADD SOUND EX CODE          *
*          09/24/87          BY NC          *
*                                     LRECL=160          *
*-----*
*          01 USED FOR BYTEADDR ONLY  COMMENT OUT AFTER BYTEADDR RUN          *
*-----*
*****-----** DRFBXRF **-----*****

```

```

*****01 BUSINESS-CROSS-REF.          001-160
05  BUSXRF-DELETE-BYTE          PIC X(01).          001-001
05  BUSXRF-KEY.          002-083

```

10	BUSXRF-SNDX	PIC X(10).	002-011
10	BUSXRF-NAME	PIC X(60).	012-071
10	BUSXRF-INST-NUM.		072-079
15	BUSXRF-CURR-YY	PIC X(02).	072-073
15	BUSXRF-REG-NO	PIC X(06).	074-079
10	BUSXRF-SEQ-NUM	PIC X(04).	080-083
05	BUSXRF-FILE-DATE.		084-089
10	BUSXRF-MM	PIC X(02).	084-085
10	BUSXRF-DD	PIC X(02).	086-087
10	BUSXRF-YY	PIC X(02).	088-089
05	BUSXRF-TYPE	PIC X(10).	090-099
05	OWN-NAME	PIC X(60).	100-159
05	FILLER	PIC X(01).	160-160

\*\*\*\*\*-----\*\*\*\*\*

```

*
*      MODULE = DRFOWXRF
*
*      THIS IS THE OWNER NAME CROSS REFERENCE
*      THE KEY TO THIS FILE IS NAME
*
*      LAST UPDATE
*      10/05/95      BY CRW  ADD SOUNDEX CODE
*      09/24/87      BY NC
*
*      LRECL=160
*
* 01 USED FOR BYTEADDR ONLY  COMMENT OUT AFTER BYTEADDR RUN
*

```

\*\*\*\*\*-----\*\* DRFOWXRF \*\*-----\*\*\*\*\*

*****01	OWNER-CROSS-REF.		001-160
05	OWNXRF-DELETE-BYTE	PIC X(01).	001-001
05	OWNXRF-KEY.		002-083
10	OWNXRF-SNDX	PIC X(10).	002-011
10	OWNXRF-NAME	PIC X(60).	012-071
10	OWNXRF-INST-NUM.		072-079
15	OWNXRF-CURR-YY	PIC X(02).	072-073
15	OWNXRF-REG-NO	PIC X(06).	074-079
10	OWNXRF-SEQ-NUM	PIC X(04).	080-083
05	OWNXRF-FILE-DATE.		084-089
10	OWNXRF-MM	PIC X(02).	084-085
10	OWNXRF-DD	PIC X(02).	086-087
10	OWNXRF-YY	PIC X(02).	088-089
05	OWNXRF-TYPE	PIC X(10).	090-099
05	BUS-NAME	PIC X(60).	100-159
05	FILLER	PIC X(01).	160-160



# Exhibit A-4 Birth Record File Layout

```

*-----*
*      THIS IS THE NEW RECORDING BIRTH MASTER      *
*-----*
*      LAST UPDATE   12/23/96      BY Q. BROWN WO# 97-0119  *
*      10/11/85      BY NC      *
*-----*
*                                  LRECL=260      *
*-----* DRFBIRTH *-----*
*
05  DRMST-B-DELETE-BYTE      PIC X.      001-001
05  DRMST-B-INST-NUM.      002-009
    10  DRMST-B-CURR-YR      PIC 99.      002-003
    10  DRMST-B-INST-NO      PIC 9(6).      004-009
05  DRMST-B-CHILD-NAME.      010-074
    10  DRMST-B-CHILD-FIRST-NM  PIC X(15).      010-024
    10  DRMST-B-1ST-RECORD REDEFINES DRMST-B-CHILD-FIRST-NM. 010-024
        15  DRMST-B-1ST-YR      PIC XX.      010-011
        15  DRMST-B-1ST-INST-NUM  PIC X(6).      012-017
        15  FILLER      PIC X(7).      018-024
    10  DRMST-B-CHILD-MIDL1-NM  PIC X(15).      025-039
    10  DRMST-B-1ST-PREV-RECORD REDEFINES
        DRMST-B-CHILD-MIDL1-NM.      025-039
        15  DRMST-B-1ST-PREV-YR  PIC XX.      025-026
        15  DRMST-B-1ST-PREV-INST-NUM  PIC X(6).      027-032
        15  FILLER      PIC X(7).      033-039
    10  DRMST-B-CHILD-LAST-NM.      040-056
        15  DRMST-B-FIRST-LETTER  PIC X.      040-040
        15  DRMST-B-FILLER-NM      PIC X(16).      041-056
    10  DRMST-B-CHILD-GENERATION  PIC X(3).      057-059
    10  DRMST-B-CHILD-MIDL2-NM  PIC X(15).      060-074
05  DRMST-B-FATHER-NAME.      075-093
    10  DRMST-B-FATHER-FIRST-NM  PIC X(15).      075-089
    10  DRMST-B-FATHER-MIDL-INIT  PIC X.      090-090
    10  DRMST-B-FATHER-GEN      PIC X(3).      091-093
05  DRMST-B-MOTHER-NAME.      094-126
    10  DRMST-B-MOTHER-FIRST-NM  PIC X(15).      094-108
    10  DRMST-B-MOTHER-MIDL-INIT  PIC X.      109-109
    10  DRMST-B-MOTHER-MAID-NM  PIC X(17).      110-126
05  DRMST-B-BIRTH-DATE.      127-132

Y2KPRJ*----- Y2KPRJ
Y2KPRJ*ORG:    10  DRMST-B-BIRTH-YY      PIC 99.      127-128
               10  DRMST-B-BIRTH-YY      PIC XX.      127-128
Y2KPRJ*----- Y2KPRJ END OF CHANGES
               10  DRMST-B-BIRTH-MM      PIC 99.      129-130
               10  DRMST-B-BIRTH-DD      PIC 99.      131-132
05  DRMST-B-SEX      PIC X.      133-133
05  DRMST-B-RACE      PIC X.      134-134
05  DRMST-B-AMEND      PIC X.      135-135
05  DRMST-B-PLACE      PIC X(25).      136-160
05  DRMST-B-VOL      PIC 9(3).      161-163
05  DRMST-B-PAGE-NUM      PIC 9(4).      164-167
05  DRMST-B-CORR-INFO.      168-176
    10  DRMST-B-CORR-BYTE      PIC X.      168-168
    10  DRMST-B-OPER-ID      PIC XX.      169-170
    10  DRMST-B-TRANS-DATE.      171-176
        15  DRMST-B-TRANS-MM      PIC 99.      171-172
        15  DRMST-B-TRANS-DD      PIC 99.      173-174
        15  DRMST-B-TRANS-YY      PIC 99.      175-176
05  DRMST-B-COMMENT-LINE      PIC X(66).      177-242
05  DRMST-B-VOL2      PIC 9(5).      243-247

```

05	DRMST-B-PAGE-NUM2	PIC 9(4).	248-251
05	DRMST-B-VOL3	PIC 9(5).	252-256
05	DRMST-B-PAGE-NUM3	PIC 9(4).	257-260

Birth - Name Index (Cross Reference)

```

*****-----*****
*      THIS IS THE BIRTH CROSS REFERENCE BY NAME.      *
*      THE KEY TO THIS FILE IS NAME                      *
*                                                        *
*      LAST UPDATE   06/27/85           BY NC           *
*                                                        *
*                                                        *
*****-----** DRFBXRFR **-----*****

```

05	BRXRFR-DELETE-BYTE	PIC X.	001-001
05	BRXRFR-KEY.		002-034
10	BRXRFR-NAME	PIC X(25).	002-026
10	BRXRFR-INST-NUM.		027-034
15	BRXRFR-CURR-YY	PIC XX.	027-028
15	BRXRFR-INST-NO	PIC X(6).	029-034
05	BRXRFR-BIRTH-DATE.		035-040
10	BRXRFR-MM	PIC XX.	035-036
10	BRXRFR-DD	PIC XX.	037-038
10	BRXRFR-YY	PIC XX.	039-040
05	BRXRFR-SEX	PIC X.	041-041
05	BRXRFR-RACE	PIC X.	042-042
05	BRXRFR-PAGE	PIC X(4).	043-046
05	BRXRFR-VOL	PIC X(3).	047-049
05	BRXRFR-AMEND	PIC X.	050-050

**Kathy Nealy**

---

**From:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>  
**To:** "vmccullough@hartic.com" <vmccullough@hartic.com>; "hirwin@qnetis.com" <hirwin@qnetis.com>; "dfields@docudatasolutions.com" <dfields@docudatasolutions.com>; "kathy\_nealy@msn.com" <kathy\_nealy@msn.com>; "kathy.blanck@vignon.net" <kathy.blanck@vignon.net>  
**Cc:** "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>; "Mccartt, Martha J (BearingPoint)" <mmcartt@bearingpoint.net>  
**Sent:** Wednesday, April 07, 2004 9:13 AM  
**Attach:** Subcontractor\_contact list.ppt  
**Subject:** Dallas County proposal - need info

Hello All - In the Dallas County RFP, it asks for the relationship of BearingPoint to each of its subcontractors - for most of you, this is the first time we will work with you. We would also like to depict the relationship profile for subcontractor to subcontractor. If your companies have ever worked with each other, please send me a quick background of the project and timeframe so that we may include this in our response. I will need this information by 8:00 am tomorrow 4/8/04

Attached is an org chart of the team we are proposing with contact numbers.

Thank you,  
 Gretchen Bruce

<<Subcontractor\_contact list.ppt>>

> Gretchen Bruce | Senior Consultant | BearingPoint | Austin, TX  
 > Phone +1.512.542.5368 | Fax +1.512.542.5399  
 > [www.bearingpoint.com](http://www.bearingpoint.com)  
 >  
 >

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 \*\*\*\*\*

4/7/2004

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**Kathy Nealy**

---

**From:** "Fendrich, Catherine E (BearingPoint)" <cfendrich@bearingpoint.net>  
**To:** "'Kathy\_Nealy@msn.com'" <Kathy\_Nealy@msn.com>  
**Cc:** "Rogers, William E (BearingPoint)" <werogers@bearingpoint.net>  
**Sent:** Monday, April 05, 2004 4:35 PM  
**Subject:** Dallas County Proposal

Hi Kathy,

It was nice speaking with you earlier on the phone. As I mentioned, the Dallas County RFP for a Recording, Indexing, & Imaging System for the County Clerk's Office (RFP #2004-064-1485) we are bidding on can be found at <http://www.dallascounty.org/html/departments/purchasing/countyclerk/rfp.html>

. Each of the vendors we are teaming with as part of this proposal are providing us with not only a description of their company but also their proposed approach / methodology, tasks, etc... The RFP doesn't describe in much detail the external and internal communication services we would need to provide but we still want to include this in our proposal as a competitive differentiator from the other firms who also might be bidding on such work.

Do you think it would be possible for you to send me a write-up of your proposed approach / methodology, tasks, etc... for external and internal communication activities as well as a list of other clients and projects similar to this that you've done by mid-day tomorrow? I apologize for the rush but we're trying to get an entire rough draft ready for review by mid this week.

Please don't hesitate to contact me or Bill Rogers with any questions or concerns you may have.

Thanks again for your assistance,

Katy

Katy Fendrich  
 BearingPoint  
 Manager  
 301 Congress Suite 1300  
 Austin TX 78701  
 Phone: 512.542.3578  
 Fax: 512.542.3501  
 Email: [cfendrich@bearingpoint.net](mailto:cfendrich@bearingpoint.net)

\*\*\*\*\*

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4/6/2004

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\*\*\*\*\*

**Kathy Nealy**

---

**From:** "Fendrich, Catherine E (BearingPoint)" <cfendrich@bearingpoint.net>  
**To:** "Kathy\_Nealy@msn.com" <Kathy\_Nealy@msn.com>  
**Cc:** "Rogers, William E (BearingPoint)" <werogers@bearingpoint.net>  
**Sent:** Monday, April 05, 2004 4:36 PM  
**Subject:** Dallas County Proposal

Hi Kathy,

It was nice speaking with you earlier on the phone. As I mentioned, the Dallas County RFP for a Recording, Indexing, & Imaging System for the County Clerk's Office (RFP #2004-064-1485) we are bidding on can be found at <http://www.dallascounty.org/html/departments/purchasing/countyclerk/rfp.html>

. Each of the vendors we are teaming with as part of this proposal are providing us with not only a description of their company but also their proposed approach / methodology, tasks, etc... The RFP doesn't describe in much detail the external and internal communication services we would need to provide but we still want to include this in our proposal as a competitive differentiator from the other firms who also might be bidding on such work.

Do you think it would be possible for you to send me a write-up of your proposed approach / methodology, tasks, etc... for external and internal communication activities as well as a list of other clients and projects similar to this that you've done by mid-day tomorrow? I apologize for the rush but we're trying to get an entire rough draft ready for review by mid this week.

Please don't hesitate to contact me or Bill Rogers with any questions or concerns you may have.

Thanks again for your assistance,

Katy

*Schlumberger*

Katy Fendrich  
 BearingPoint  
 Manager  
 301 Congress Suite 1300  
 Austin TX 78701  
 Phone: 512.542.3578  
 Fax: 512.542.3501  
 Email: [cfendrich@bearingpoint.net](mailto:cfendrich@bearingpoint.net)

\*\*\*\*\*

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What about second

you'll need to  
try to get along.

**Kathy Nealy**

---

**From:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>  
**To:** "Tantillo, Helena J (BearingPoint)" <htantillo@bearingpoint.net>; "Floyd, Jeff (BearingPoint)" <jfloyd@bearingpoint.net>; "hirwin@qnetis.com" <hirwin@qnetis.com>; "kathy.blanck@vignon.net" <kathy.blanck@vignon.net>; "mwalker@hartic.com" <mwalker@hartic.com>; "kathy\_nealy@msn.com" <kathy\_nealy@msn.com>  
**Sent:** Tuesday, March 30, 2004 10:12 AM  
**Subject:** Dallas Cty prop. pricing meeting

When: Wednesday, March 31, 2004 9:00 AM-10:30 AM (GMT-06:00) Central Time (US & Canada).

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

Conference call number  
 1-888-606-9536 passcode 15146.

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\*\*\*\*\*



## Client References

### **Schulumberger Sema/Atos Origin**

*Christian Campbell*

14131 Midway Rd. #700

Dallas, TX 75001

(972) 342-9981

[ccampbell8@slb.com](mailto:ccampbell8@slb.com)

Business Development & Community Relations consultant for Dallas County.

North America South East Region

### **Hillwood Development**

*Del Williams*

5950 Sherry Lane, #550

Dallas, TX 75225

(214) 891-3195

[Del.Williams@ps.net](mailto:Del.Williams@ps.net)

Zoning, Public Affairs and Intergovernmental consultant for Victory Development.

(Dallas County, City of Dallas, DISD)

### **American Airlines**

*John Carpenter*

P O Box 619616

MD 5575

DFW Airport, TX 75261-9616

(817) 967-1576

[John.Carpenter@aa.com](mailto:John.Carpenter@aa.com)

Corporate Affairs, Community Relations, Intergovernmental Consultant.

(Dallas County, City of Dallas)



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## BEARINGPOINT CRM STUDY

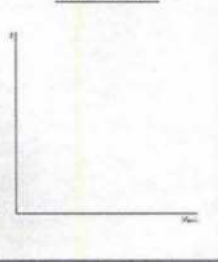
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## ABOUT US

BearingPoint, Inc. (NYSE:BE) is one of the world's largest business consulting, systems integration and managed services firms serving Global 2000 companies, medium-sized businesses, government agencies and other organizations. We provide business and technology strategy, systems design, architecture, applications implementation, network infrastructure, systems integration and managed services.

Our service offerings are designed to help our clients generate revenue, reduce costs and access the information necessary to operate their business on a timely basis. Based in McLean, Va., BearingPoint has been named by Fortune as one of America's Most Admired Companies in the computer and data services sector.

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**Global Homeland**  
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## **Kathy L. Nealy**

*President & General Manager*

A leader in public relations and grassroots communication, Kathy leads the account services of the firm and handles public relations and special market campaigns for clients like President William Jefferson Clinton, Mrs. Coretta Scott King, Ross Perot Jr., the Dallas Mavericks, "Hands Across America", and the "Black Family Reunion Tour 1987" sponsored by the National Council of Negro Women. A Dallas native, Kathy holds a Bachelor of Science degree in Business from City University of Los Angeles. She is a member of the Dallas Black Chamber of Commerce, National Registry of Who's Who, and the Texas Coalition of Black Democrats.

### **RELATED PUBLIC RELATIONS EXPERIENCE INCLUDES:**

- High-level strategy and communications for international, national and local elected and public officials, including media counseling and speech and interview prep.
- High-profile special events planning and advance team work.
- Proven experience developing and implementing effective winning messages on high-profile campaigns and issues.
- Demonstrated experience building coalitions and grassroots support for civic, regional and national causes.

## **Toni Bryant**

*Vice President, Operations*

Toni serves as the Vice President of Operations for Kathy L. Nealy & Associates. A team member since 1999, she has been an integral part of the success of many high profile local campaigns and issues like Dallas School Bond Election, 2003 Dallas Bond Campaign, John Wiley Price for County Commissioner and Ron Kirk for Dallas Mayor. Toni has also been a key scheduler and advance team member for statewide and national events for Ron Kirk for U.S. Senate and Children's Scholarship Fund.

### **RELATED PUBLIC RELATIONS EXPERIENCE INCLUDES:**

- High-profile special events planning and execution on local, state and national events.
- Community relations and outreach experience for a variety of civic, state and national causes.
- Management of media interviews, roundtable discussions, and spokesperson training.

## Client References

### **Schulumberger Sema/Atos Origin**

*Christian Campbell*

14131 Midway Rd. #700

Dallas, TX 75001

(972) 342-9981

[ccampbell8@slb.com](mailto:ccampbell8@slb.com)

Business Development & Community Relations consultant for Dallas County.

North America South East Region

### **Hillwood Development**

*Del Williams*

5950 Sherry Lane, #550

Dallas, TX 75225

(214) 891-3195

[Del.Williams@ps.net](mailto:Del.Williams@ps.net)

Zoning, Public Affairs and Intergovernmental consultant for Victory Development.

(Dallas County, City of Dallas, DISD)

### **American Airlines**

*John Carpenter*

P O Box 619616

MD 5575

DFW Airport, TX 75261-9616

(817) 967-1576

[John.Carpenter@aa.com](mailto:John.Carpenter@aa.com)

Corporate Affairs, Community Relations, Intergovernmental Consultant.

(Dallas County, City of Dallas)

**Kathy Nealy**

**From:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>  
**To:** "kathy\_nealy@msn.com" <kathy\_nealy@msn.com>  
**Sent:** Thursday, March 25, 2004 1:21 PM  
**Attach:** PSFED-TmAgmt-BePt-asPRIME.doc  
**Subject:** FW: BearingPoint Teaming Agreement for Dallas Co. Indexing.

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✓ RFP Section 20.0 MWBE Forms - Name of MWBE firm, NCTRCA Certification number, phone number

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Thanks so much,

Gretchen

> Gretchen Bruce | Senior Consultant | BearingPoint | Austin, TX  
 > Phone +1.512.542.5368 | Fax +1.512.542.5399  
 > [www.bearingpoint.com](http://www.bearingpoint.com)  
 >

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 Sent: Thursday, March 25, 2004 11:45 AM  
 To: Bruce, Gretchen (BearingPoint)

3/25/2004

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Subject: Emailing: PSFED-TmAgmt-BePt-asPRIME.doc

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\*\*\*\*\*



## TEAMING AGREEMENT

This TEAMING AGREEMENT, effective upon signature by both parties, is entered into by and between BEARINGPOINT, INC., hereinafter referred to as BearingPoint or Contractor, a Delaware Corporation having a place of business at 1676 International Drive, McLean, VA 22102, and \_\_\_\_\_, hereinafter referred to as Subcontractor, a \_\_\_\_\_ corporation having a place of business at \_\_\_\_\_.

### 1. PURPOSE OF TEAMING AGREEMENT

The purpose of this Teaming Agreement is to set forth the terms and conditions of the shared arrangement between BearingPoint and the Subcontractor to obtain a BearingPoint contract for \_\_\_\_\_ Project Name \_\_\_\_\_ ("the Project") and a Subcontractor subcontract from BearingPoint for the Project.

### 2. SCOPE OF THE TEAMING AGREEMENT

- a. This Teaming Agreement shall apply to the Project only and to no other effort undertaken by the Contractor or Subcontractor jointly or separately.
- b. This Teaming Agreement shall not confer any right or impose any obligation or restriction on the Contractor or Subcontractor with respect to any other effort at any time undertaken which does not pertain to the Project.
- c. This Teaming Agreement shall not preclude the Contractor or Subcontractor from independently soliciting or accepting any contract or subcontract not related to the Project.
- d. This Teaming Agreement shall not limit the rights of the Contractor or Subcontractor to independently promote, market, sell, lease, license, or otherwise dispose of its services or products apart from the Project.

### 3. RELATIONSHIP OF THE PARTIES

- a. During the term of this Teaming Agreement, BearingPoint and the Subcontractor agree to work together in good faith to obtain a BearingPoint contract for the Project and Subcontractor a subcontract to BearingPoint for the Project.
- b. During the term of this Teaming Agreement, BearingPoint and the Subcontractor each agrees that it will not participate in any other teaming effort of any kind with any other party in response to the Project, except that BearingPoint may participate in teaming efforts with other parties not related to Subcontractor's services.
- c. During the term of this Teaming Agreement, BearingPoint and the Subcontractor agree that each party will not respond independently to the Project.
- d. During the term of this Teaming Agreement, neither party shall abandon the Project prior to submission to the other party of a written statement signed by an officer of BearingPoint or an officer of Subcontractor setting forth the reason for abandonment.
- e. This Teaming Agreement does not constitute, create, or give effect to a partnership, joint venture, or any other type of formal business entity. BearingPoint and the Subcontractor are independent contractors. Neither is the agent of the other and neither may bind the other.
- f. Neither party shall issue a news release, public announcement, advertisement, statement in an annual report, or any other form of publicity concerning efforts in connection with this

Teaming Agreement without obtaining prior approval from the other party. In the event such approval is granted any resulting publicity shall give due consideration to the role and contributions of the other party. Neither party shall be precluded from revealing the contents of this Teaming Agreement to any United States Governmental entity.

- g. During the term of this Teaming Agreement each party will bear the respective costs, risks, and liabilities incurred by it as a result of its activities and obligations. Neither party shall have any right to any reimbursement, payment, or compensation of any kind from the other party during the term of this Teaming Agreement for efforts related to the Project.
- h. During the term of this Teaming Agreement and any other contract or subcontract between the parties to the Agreement and for a period of one year thereafter, the parties agree that neither shall solicit any technical or professional employee of the other party assigned to work on the Project, without prior written approval of the party whose employee is being considered for employment.
- i. Inventions and other intellectual property shall remain the property of the originating party. In the event of joint inventions, the parties shall establish their respective rights by negotiating between them. In this regard, it is recognized and agreed that the parties may be required to and shall grant licenses or other rights to the Contractor and/or Client to inventions, data, and information under such standard provisions which may be contained in the prime contract contemplated by this Agreement.
- j. Access to information classified and secured by a United States Governmental entity shall be governed by applicable law and regulations.
- k. This Teaming Agreement shall be governed by and interpreted under the laws of Virginia. Subcontractor hereby irrevocably consents to exclusive and personal jurisdiction in the Commonwealth of Virginia, and either party may pursue any right or remedy available at law and/or equity in the Commonwealth.

#### 4. PERFORMANCE

- a. Each party will act in good faith and exert reasonable efforts to obtain a BearingPoint contract for the Project and Subcontractor subcontract to BearingPoint for the Project in accordance with Exhibit A entitled "Pre-Award Statement of Responsibilities."
- b. The Contractor will recognize and identify the Subcontractor in any proposal or other response to a solicitation for the Project.
- c. The Contractor will act in good faith and exert its best efforts to obtain approval to use the proposed Subcontractor upon the Project.
- d. The Contractor will advise the Subcontractor of changes in the Project which affect the Subcontractor.
- e. In the event the Contractor is awarded a contract for the Project, the Contractor and Subcontractor agree to negotiate in good faith and proceed in a timely manner to execute a mutually acceptable subcontract for the work to be performed by the Subcontractor, as set forth in the "Statement of Work" at Exhibit B. Without restricting the terms and conditions of the subcontract, the contemplated subcontract will contain provisions passing down those terms and conditions of the prime contract which must be passed on to the Subcontractor in order to comply with such prime contract. The subcontract will be negotiated at a fair and reasonable price(s). Further, price consideration for the work to be performed will be based on the Subcontractor's proposal and the Prime Contractor's negotiations with the Client. It is understood between the Prime Contractor and the Subcontractor that any such subcontract may be subject to the approval of the Client regardless of the provisions hereof.

5. TERMS OF TEAMING AGREEMENT

This Teaming Agreement shall be effective upon signature by both parties. It shall terminate effective upon the earliest occurrence of any of the following:

- a. Written agreement of both parties to terminate this Teaming Agreement.
- b. The expiration of two (2) years from the effective date of this Teaming Agreement, except that this Teaming Agreement may be extended by agreement of both parties.
- c. The failure of the Subcontractor to provide timely and acceptable input during the Pre Award phase of the Project; provided however, that notice is given to the representative of the Subcontractor identified in paragraph 6.
- d. Written notice from the Client that the Project has been canceled or that the Project has been changed to eliminate all or substantially all of the work contemplated for the Subcontractor.
- e. Award of a contract for the Project to a party other than the Contractor.
- f. The written refusal of the Client to approve the Subcontractor as a Subcontractor to BearingPoint under the Project.
- g. The execution of a Subcontract between the parties for the Project.
- h. The commencement, voluntary or involuntary, of proceedings in reorganization or bankruptcy for one of the parties, including filing under Chapter 11 of the United States Bankruptcy Code.
- i. The debarment or suspension of one of the parties by the United States Government.
- j. The failure of the parties to reach agreement on a subcontract after a reasonable period of good faith negotiations within ten (10) days of award of the prime contract.

6. NOTICES

Any notice or other written submission required or permitted shall be directed to the specific person designated below to represent the Contractor and the Subcontractor. Communications which are not properly directed to the persons designated shall not be binding. The individuals designated below shall be the only individuals eligible to receive any and all written notices under this Teaming Agreement.

CONTRACTOR

Name  
Title  
Firm  
Full Address  
Telephone:  
Facsimile:

SUBCONTRACTOR

Name  
Title  
Firm  
Full Address  
Telephone:  
Facsimile:

7. PROPRIETARY DATA

- a. The parties anticipate that under this Teaming Agreement it may be necessary for either party to transfer to the other information of a proprietary nature. Proprietary information should be clearly identified in writing by the disclosing party at the time of disclosure. Oral disclosure, when necessary, shall be clearly identified as proprietary at the time of the disclosure and shall be reduced to writing within ten (10) days.

- b. Each of the parties agrees that it will use the same reasonable efforts to protect such information as are used to protect its own proprietary information. Disclosures of such information shall be restricted to those individuals who are directly participating in the Program and efforts identified herein.
- c. Neither party shall make any reproduction, disclosure, or use of such proprietary information except as follows:
  - (1) Such data furnished by the Subcontractor may be used by the Contractor in performing its obligations under this Teaming Agreement.
  - (2) Such data furnished by the Contractor may be used by the Subcontractor in performing its obligations under this Teaming Agreement.
  - (3) Such data may be used in accordance with any written authorization received from the disclosing party.
- d. The limitations on reproduction, disclosure, or use of proprietary information shall not apply to, and neither party shall be liable for reproduction, disclosure, or use of proprietary information with respect to which any of the following conditions exist:
  - (1) If the information has been developed independent by the party receiving it, or has been lawfully received from other sources, including the United States Government, provided such other source did not receive it due to a breach of this Teaming Agreement or any other agreement.
  - (2) If the information is published by the party furnishing it or is disclosed by the party furnishing it to others, including the United States Government, without restriction, or it has been lawfully obtained by the party receiving it from other sources, including the United States Government, or if such information otherwise comes within the public knowledge or becomes generally known to the public.
  - (3) If any part of the proprietary information has been or hereafter shall be disclosed in a United States patent issued to the party furnishing the proprietary information thereunder, after the issuance of said patent, the limitations on such proprietary information as is disclosed in the patent shall be only that afforded by the United States Patent Laws.
- e. Neither the execution and delivery of this Teaming Agreement, or the furnishing of any proprietary information by either party shall be construed as granting to the other party either expressly, by implication, estoppel, or otherwise, any license under any invention or patent, hereafter owned or controlled by the party furnishing same.
- f. NOTWITHSTANDING the expiration of the other portions of this Teaming Agreement, the obligations and provisions of this paragraph shall continue for a period of two (2) years from the effective date of this Teaming Agreement.
- g. The individuals designated under the paragraph entitled, NOTICES, shall be the only persons to receive proprietary or confidential information exchanged between the parties pursuant to this Teaming Agreement.

BearingPoint, Inc.

[INSERT CORP. NAME]



BY: \_\_\_\_\_  
(Name of Authorized Signer)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT A****PRE-AWARD STATEMENT OF RESPONSIBILITIES**

This Exhibit A to the Teaming Agreement sets forth the responsibilities of the parties during the pre-award phase of the Project.

1. Each party will act in good faith and exert reasonable efforts to obtain a BearingPoint contract for the Project and a subcontract to \_\_\_\_\_.
2. The Contractor shall be responsible for coordination of all interactions with the Client. The Subcontractor shall make no representation to the Client, written or oral, without the prior consent of the Contractor.
3. The Contractor shall be responsible for coordination of all proposal or solicitation response activities. The Subcontractor shall make no submission to the Client without the prior consent of the Contractor.
4. The Subcontractor shall make available to the Contractor such personnel as are necessary and qualified to support the pre-award activities of the Project. This will include, but not be limited to, technical, managerial, marketing, and executive personnel.
5. The Subcontractor shall furnish to the Contractor accurate and complete material for any proposal or solicitation response activities, including, but not limited to, manuscripts, technical data, drawings, technical approach methodologies, management plans, management charts, related experience, personnel information, resumes, non-proprietary cost data, and other information as may be required to fully respond to the Project proposal requirements or other solicitation response requirements.
6. In the event the Client determines that it will not approve the Subcontractor under the Project, upon written consent of the Contractor, the Subcontractor shall be free to appeal directly to the Client. Further, the Contractor shall support the Subcontractor's appeal to the extent that it does not in any way harm the position or interest of the Contractor.

**EXHIBIT B**

This Exhibit B to the Teaming Agreement sets out the anticipated Statement of Work, including rates/cost, schedules, key personnel, and other pertinent information relative to Subcontractor's role on the Project, as presently contemplated by the parties. In that regard, it is anticipated that Subcontractor will perform the following functions and scope:

**Kathy Nealy**

---

**From:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>  
**To:** "kathy\_nealy@msn.com" <kathy\_nealy@msn.com>  
**Sent:** Thursday, March 25, 2004 1:21 PM  
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On another note, I am in charge of coordinating our subcontractor pieces for the proposal. Could you please send the following information asap or by Monday, 8:00 am March 22 to me.

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RFP Section 20.0 MWBE Forms - Name of MWBE firm, NCTRCA Certification number, phone number

I think that is it for now. Please let me know if you have any questions, and I look forward to working with you.

Thanks so much,

Gretchen

> Gretchen Bruce | Senior Consultant | BearingPoint | Austin, TX  
 > Phone +1.512.542.5368 | Fax +1.512.542.5399  
 > [www.bearingpoint.com](http://www.bearingpoint.com)  
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 Sent: Thursday, March 25, 2004 11:45 AM  
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**Kathy Nealy**

---

**From:** "Bruce, Gretchen (BearingPoint)" <gbruce@bearingpoint.net>  
**To:** "Kathy Nealy" <Kathy\_Nealy@msn.com>  
**Sent:** Friday, March 26, 2004 1:51 PM  
**Subject:** RE: BearingPoint Teaming Agreement for Dallas Co. Indexing.

Hi Toni - my apologies. Attached is the link to the RFP on the Dallas Cty site  
<http://www.dallascounty.org/html/departments/purchasing/countyclerk/rfp.html>

Let me know if you have trouble connecting to it.

As for the scope of work - let's put pr/marketing and we're not sure yet of the participation percentage. We'll have to go thru the costing exercise first.

Let me know if there's any other info you need.

Thanks,  
 Gretchen

-----Original Message-----

**From:** Kathy Nealy [mailto:Kathy\_Nealy@msn.com]  
**Sent:** Friday, March 26, 2004 12:55 PM  
**To:** Bruce, Gretchen (BearingPoint)  
**Subject:** Re: BearingPoint Teaming Agreement for Dallas Co. Indexing.

Gretchen,  
 We will need more specific information regarding the RFP as well as contractual agreement (ie: scope of work, MWBE participation percentage, etc.)

Thanks,  
 Toni Bryant  
 Kathy L. Nealy & Associates  
 (214) 374-2878  
 (214) 374-0715 fax

----- Original Message -----

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**Sent:** Thursday, March 25, 2004 1:21 PM  
**To:** 'kathy\_nealy@msn.com'  
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\*\*\*\*\*

\*\*\*\*\*  
The information in this email is confidential and may be legally

3/26/2004

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# NCTRCA

## D/M/WBE CERTIFICATION

**Kathy L. Nealy & Associates**

has filed with the Agency the appropriate Affidavit and is hereby certified as a  
Woman-Owned Business Enterprise

providing service(s) in the following areas:

54182;


Public Relations Agencies;

This Certification is valid beginning September 2003 and supersedes any registration or listing previously issued. This certification must be updated annually by submission of a Annual Update Affidavit. At any time there is a change in ownership or control of the firm, notification must be made immediately to the North Central Texas Regional Certification Agency.

Certificate expiration September, 20 04

Issued date September, 20 03

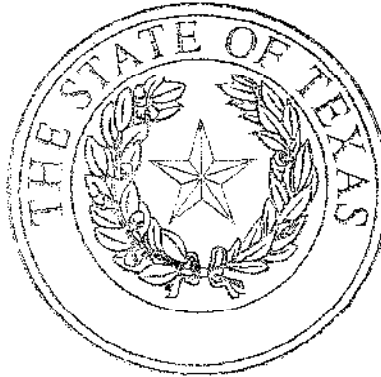
CERTIFICATION NO. **BFWB20618N0904**

  
Certification Administrator



# State of Texas

## Historically Underutilized Business Certification and Compliance Program



The Texas Building & Procurement Commission (TBPC),  
hereby certifies that

### **KATHY L. NEALY & ASSOCIATES**

has successfully met the established requirements of the  
State of Texas Historically Underutilized Business (HUB)  
Certification and Compliance Program to be recognized as a HUB.

This certificate, printed 23-NOV-2002, supersedes any registration and certificate previously issued by the TBPC's HUB Certification and Compliance Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the TBPC's HUB program in writing. The Commission reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Certificate/VID Number: 1752838769300  
File/Vendor Number: 84716  
Approval Date: 19-NOV-2002  
Expiration Date: 19-NOV-2004

Paul A. Gibson  
HUB Certification & Compliance Supervisor  
Texas Building & Procurement Commission  
(512) 305-9071

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.tbpc.state.tx.us>) or by contacting the TBPC's HUB Certification and Compliance Program at (888) 863-5881 or (512) 463-5872.